



# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 23]

भोपाल, शुक्रवार, दिनांक 3 जून 2016—ज्येष्ठ 13, शक 1938

### भाग ४

#### विषय-सूची

(क)	(1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन,	(3) संसद में पुरःस्थापित विधेयक.
(ख)	(1) अध्यादेश,	(2) मध्यप्रदेश अधिनियम,	(3) संसद के अधिनियम.
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम.	

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

#### अध्यादेश

#### उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 28 मई 2016

क्र. आर-102-सीसी-2016-अडतीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में पी. के. निजी विश्वविद्यालय, शिवपुरी के प्रथम अध्यादेश क्र. 01-40 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 40

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

**P.K. UNIVERSITY, SHIVPURI MADHYA PRADESH****ORDINANCE No. 1, of 2016****FACULTIES AND DEPARTMENTS OF P.K. UNIVERSITY**

The University shall have following faculties mentioned in column (1), Departments as mentioned in column (2), and name of courses / subject offered as mentioned in column (3)

Sr. No.	Faculty (1)	Department (2)	Name of the course(s)/ Subject Offered (3)
(1)	(2)	(3)	(4)
1	Faculty of Science	Department of Chemistry	Bachelor of Science / Master of Science/ M. Phil / Ph. D. (Organic/Inorganic/Industrial Chemistry)
		Department of Mathematics	Bachelor of Science / Master of Science/ M. Phil / Ph. D. (Mathematics /Statistics)
		Department of Bio-Science	Bachelor of Science / Master of Science / M. Phil / Ph. D. <ul style="list-style-type: none"> <li>• Bio-Science</li> <li>• Zoology</li> <li>• Bio-Technology</li> <li>• Microbiology</li> <li>• Environment Science &amp; Limnology</li> <li>• Botany</li> </ul>
		Department of Physics	Bachelor of Science / Master of Science/ M. Phil/ Ph.D, (Physics/Nuclear Physics/Electronics)
2	Faculty of Education	Department of Education	Diploma in Education / Bachelor of Education / Master of Education / M. Phil / Ph. D.
3	Faculty of Commerce	Department of Commerce	Bachelor of Commerce / Master of Commerce / M. Phil / Ph. D.
4	Faculty of Management	Department of Management	Bachelor of Business Administration / Master of Business Administration / M. Phil / Ph.D.
		Department of Hotel Management	Bachelor of Hotel Management & Catering Technology.
5	Faculty of Computer Science & Application	Department of Computer Application	Bachelor of Computer Application Master of Computer Application/PGDCA/ M.Phil./Ph.D.
6	Faculty of Engineering and Technology	Department of Computer Science Engineering & IT	Polytechnic Diploma/BE / M.E / M. Phil /Ph. D. <ul style="list-style-type: none"> <li>• Computer Science &amp; Engineering</li> <li>• Information Technology</li> </ul>
		Department of Electrical Engineering	Polytechnic Diploma/BE / M.E / M. Phil /Ph. D. <ul style="list-style-type: none"> <li>• Electrical Engineering</li> <li>• Electrical &amp; Electronics Engineering</li> </ul>

	Department of Electronics Engineering	Polytechnic Diploma /BE / M.E / / M. Phil / Ph. D.  • Electronics & Instrumentation Engineering • Electronics & Communication Engineering
	Department of Mechanical Engineering	Polytechnic Diploma /BE / M.E / / M. Phil / Ph. D.  • Mechanical Engineering • Aeronautical Engineering. • Automobile Engineering
	Department of Civil Engineering	Polytechnic Diploma /BE / M.E /M. Phil Ph. D. • Civil Engineering • Structural Engineering • CTM
	Department of Chemical Engineering	Polytechnic/BE / M.E / M. Phil./Ph.D.
7	Faculty of Arts	Department of Social Science  Bachelor of Arts/ Master of Arts/M. Phil/ Ph.D.  • Economics • Political Science • Social Work • Sociology • Psychology • History and Culture • Military Science
	Department of Arts	Bachelor of Arts / Master of Arts / M. Phil/ Ph. D  • English and Other European Languages • Hindi • Foreign Languages • Library Science • Journalism & Mass Communication • Economics • Political Science • Sociology • Psychology • History and Culture • Military Science • Education
8	Faculty of Law	Department of Law  LLB/ BA-LLB Integrated Five Year Law/M. Phil / Ph. D.
9	Faculty of Pharmacy	Department of Pharmacy  D. Pharmacy / B. Pharmacy / M. Pharmacy / M. Phil/ Ph.D.
10	Faculty of Architecture & Planning	Department of Architecture  B. Arch / M. Arch /
11	Faculty of Medical Science	Department of Nursing  B.Sc.(Nursing)/M.Sc. (Nursing)/GNM

Other Faculties and Department can be created as per the Decision of the Academic Council and after approval of the Governing Body of the University, subject to approval of the Regulatory Commission.

**ORDINANCE No. 2, of 2016****ADMISSION, ENROLLMENT AND MIGRATION****DEFINITIONS:**

In this Ordinance, unless there is anything repugnant in the subject or context;

- 1.1 "Equivalent" examinations mean an examination which has been conducted by;
  - 1.1.1 Any recognized Board of Higher Secondary Education, or
  - 1.1.2 Any Indian University /Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
  - 1.1.3 Any other foreign qualifications considered equivalent by appropriate authority.
- 1.2 "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of P.K. University.

**ADMISSION PROCEDURE:**

- 2.1 Admission in the University shall be made strictly on the basis of Merit.
- 2.2 Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies.
- 2.3 The application for admission shall, among others, be accompanied by
  - 2.3.1 The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institutions last attended by the student,
  - 2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
  - 2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
  - 2.3.4 Any other document as required by Concerned Institution.



**Provided** that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

- 2.4 No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.
- 2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- 2.6 No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice-Chancellor in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.
- 2.7 No person, who is under sentence of rustication from another University or a teaching Institution connected this University shall be admitted to any course or study in Institution of this University.
- 2.8 Admission of students to all institutions except those for Medicine, Dentistry, Nursing and Pharmacy in each academic year shall be completed by the first day of the academic session concerned.

**Provided** that, the Head of an institution may, in his/her discretion, admit a student to the institution till 31<sup>st</sup> July, and for special reasons with the approval of the Vice-Chancellor, by the 14<sup>th</sup> August of that year.

**Provided** where, 31<sup>st</sup> July or 14<sup>th</sup> August is a holiday, the next working day will be the last date in each case. In institutions for Medicine, Dentistry, Pharmacy and Engineering (Undergraduate) the corresponding last date of admission shall be 30<sup>th</sup> Sept. or as prescribed by Apex Body.

**Provided** that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled,

- 2.9 The list of admitted student in medical & other related courses should also be made available to MCI DCI to as well as Director Medical Education deptt. Govt, of M.P. and Admission & Fee Regulation Committee constitute under M.P. Niji Vyavasayik Shikshan Sansthan (PraveshkaViniyaman Avam Shulkka Nirdharan) Adhiniyam 2007 within One week from the last date of admission.
- 2.10 The admission procedure as prescribed if any, by Medical Education Department Government of M.P. and other Regulatory State & Central bodies for professional & technical courses will be followed.

### 3.0 LATE ADMISSIONS:

- 3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.
- 3.2 The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change thereafter shall be permitted.

### TRANSFER OF STUDENT:

- 4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- 4.2 Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- 4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:

- i. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
- ii. Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such instalment of Tuition fees as he has already paid in the Institution from which he is transferring.

### DISCIPLINE:

- 5.1 Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is student and of the University.
- 5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absentism, the Head of the Institution with the approval of Vice-Chancellor may, according to the nature and gravity of the offence:
  - i. Suspend such a student from attending classes for not more than a week at a time; or
  - ii. Expel such a student from the institution; or

- iii. Disqualify such a student from appearing at the next ensuing examination, or
  - iv. Rusticate such a student.
- 5.3 Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 5.4 The Head of the Institution concerned shall have power to suspend, for such time as May necessary, a student temporality from the Institution pending inquiry into his conduct in connection with an alleged offence.
- 5.5 The period, during which a student remains suspended for completion of an inquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.
- 5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- 5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

#### **ENROLMENT OF STUDENTS:**

- 6.1 A person, who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.
- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College to which the student has been admitted.
- 6.3
- i. No student shall be deemed to have been admitted to any Course of study as a regular student of the University unless his/her name is borne on the Register of Enrolled Students.
  - ii. The fee for enrolment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrolment of students by colleges shall be as follows;
- i. Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.

- ii. On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable).
- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations has been followed.

#### **MIGRATION:**

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds.

However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE etc..

#### **CONSIDERATION FOR SPECIAL CATEGORIES:**

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt, or applicable extant instructions applicable from time to time.

**ORDINANCE No. 3, of 2016****REGISTRATION OF STUDENT AND THEIR ADMISSION TO THE COURSES OF  
STUDY AND TEACHING METHODOLOGY**

- (1) For registration / enrollment in the University courses of study, a candidate must apply on prescribed format and submit the application from along with the attested copy of the mark sheet of the qualifying examination and University fees. The registration from will be forwarded by the head of the Institute to the Registrar of the University.
- (2) On receipt of the registration from at the University Institute the candidates will be allotted a temporary registration number.
- (3) The registration application from will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.
- (4) The application for admission of the student can be sent directly or through guidance centre or post of can be applied online, Any student from India or abroad seeking admission in the University can interact online with University, Mode of instruction of teaching of such student shall be decided by the Academic Council of the University.
- (5) The Validity of the registration of student for different course will be as under-

S.No.	Name of Courses	Maximum Validity Period (Year)
(1)	(2)	(3)
1	Certificate and one year Diploma course	2
2	Two year Degree and Masters Degree course	4
3	Three year Degree Course	6
4	Four year Degree Course	8
5	Integrated Post Graduate Course	10 & 12
6	Three years Diploma Course	6

- (6) No person who has been convicted by a court of justice and is undergoing punishment or is under expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
- (7) (i) A student who is the University may apply for a change/Correction or alteration in one's own name or surname to the Registrar of the University with a fee as prescribed by University.
- (ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.
- (iii) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit and proof.
- (iv) The fees deposited by the candidate are non- refundable.
- (8) Teaching Days Each Institution enrolling student for the degree/ diploma course shall ensure that the numbers of actual teaching days are not less than 180 in an academic year (90 days in a semester)
- (9) (a) Teaching methods of all the courses shall include one or more methods of teaching from class room Teaching , Assignment, Viva Voce, Lab Work, Seminar, Project Work Summer Training, Field Work, Presentation, Group Discussion etc.
- (b) For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching / learning will be adopted, these may include online teaching learning, material availability, webcasting, Podcasting, Online chatting with teachers, Online Discussion forums etc.

**ORDINANCE No. 4, of 2016****EXAMINATION IN GENERAL****PART-1****DEFINITIONS**

(1) In this Ordinance and in all other Ordinance and Regulations laying down conditions for Appearing in an examination of the University for a Degree or a diploma, either generally or for a particular examination, unless the context otherwise requires.

- (i) **“REGULAR CANDIDATES”** means a person who follows a regular course of study in the University Teaching Department (UTD) or a University Institution and seeks admission to an examination of the University as such;
- (ii) **“EX-STUDENT CANDIDATE”** means a person who was admitted to an examination as regular candidate of this University and was not declared successful there at or was not able to appear in the examination though admission card was issued to him by the University and seeks admission again to the same examination;
- (iii) **“FAILED CANDIDATES”** means a student who could not get minimum marks to clear a subject or exam;
- (iv) **“ENROLLMENT”** means the period for which a candidate's registration is valid;

**PART – II****ADMISSION OF VARIOUS CATEGORIES OF STUDENTS  
TO UNIVERSITY EXAMINATION**

- (1) No candidate shall be permitted to appear in the University examination unless he/she is duly registered / enrolled with the University & had paid all dues.
- (2) Duly filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as reach the designated center on or before the last date prescribed by the university. It will be the responsibility of the head of the institution to see that the

candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.

- (3) Registrar of the university or the Head of the institution can detain a student from appearing in an examination if he/she has not paid full dues of the university or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory as recommended by the committee constituted for the inquiry between the time of the time of submission of his/her application from to the Registrar for admission to the examination and the date of commencement of the examination.
- (4)
  - (i) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the university to the concerned Head of Department who will forward it to the designated center after verification.
  - (ii) An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/ paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the university to offer a different subject or paper.
  - (iii) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
- (5) Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing provided that Registrar/Head of Exam in Action may for sufficient reasons, require or allow a candidate to change his/her examination Center.
- (6) A regular candidate will submit his/her application form with Prescribed examination fee in the Head of the Institution/Head of the University Teaching Department or the School of Studies, who will forward the forms, so as to reach the Registrar on or before the last date prescribed for the purpose by the University authorities.
- (7) For each application, the Head of the Institution / Head of the University Teaching Department or School of Studies shall certify that the candidate:-



- (i) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
  - (ii) He/she is of good conduct.
- (8) The Head of the University Teaching Department or School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- (9) No candidates shall be allowed to take the annual/term-end/semester examination unless he/she has:
- (i) Attended at least 75% of lectures/ Practical's delivered. However the vice Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
  - (ii) Paid all the fees and –
    - (a) Obtained "No Dues" Certificates from the concerned Department/College.
    - (b) Submitted the Project Report/ Job Internship Certificate as notified by the Director/ Head / Principal.
    - (c) Received in Plant training as prescribed by the Principal/Head/Director.
- (10) Admission of regular candidate to an examination of the University. No student shall be admitted to an examination of the University as regular candidate unless he/she:-
- (i) Has been enrolled as a student in the University Teaching Department or constituent school of Studies/ Colleges in accordance with the provision of the Ordinance.
  - (ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
  - (iii) A Regular candidate migrating from another University or Board of Secondary Education should submit his/her enrolment application from on the scheduled date for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.

- (iv) The Controller Exam on the specific recommendation of the principal/ Head of constituent Institution, and if he is satisfied that an admission card has been lost or destroyed, may grant a duplicate admission card on payment of fees as prescribed by the University.
  - (v) Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/Paper.
- (11) In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study:-
- (i) Attendance at lectures delivered and practical's if any, held during the academic session, and shall be counted.
  - (ii) Attendance at any lecture delivered or in practical held within fourteen days preceding the first days of written examination which shall be treated as preparation leave, shall not be counted.
  - (iii) Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/Practical on the days such camp and the day of journey to such camp.
  - (iv) Participation as a member of PKU /College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating in them.
  - (v) For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent i.e, up to ten percent and a further five percent of the total number of lectures delivered and practical's held in each subject may be condoned by the Principal/HOD of constituent Institution and by the vice Chancellor respectively.

(12) Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University.

- (i) Submit an application for an admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at the appropriate place, through the principal of the college/Head of the University Teaching Department or school of studies indicating the subject/subjects in which he desires to present himself for the examination.
- (ii) Pay along with the application the fee prescribed for the examination.
- (iii) Application submitted by regular candidate together with the examination fee shall be forwarded by the principal of the College/Head of the University Teaching Department, School of Studies so as to reach the University on or before the last date prescribed for the purpose by the University.
- (iv) For each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate:
- (v) The Principal of a constituent College or the Head of University Teaching Department or school of Studies may detain a regular candidate from taking an examination if he does not pay outstanding College dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss within 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application to the University for admission to the examination and the date of the commencement of the examination.

**(13) Admission of an Ex-Student Candidate to an examination of the University:**

No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination.

- (a) The statement of marks (in original) obtained by him in the said qualified examination issued by the University together with an attested copy thereof, or

- (b) In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a Certificate from the HOD/Principal of the constituent college, last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate:

**(14) An ex-student candidate for an exam shall:**

- (i) Submit through the forwarding officer i.e., the HOD/Principal of the College wherein he has pursued a regular course of study an application for admission to the examination in the prescribed form on or before the last date notified by the PK University and specify therein:-
- (a) Whether he is a entitled candidate for the examination.
- (b) The subject paper or subjects and or papers in which he desires to appear for the examination.
- (ii) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- (iii) Prescribed fee for the examination shall be paid through crossed bank draft drawn in favors of the Registrar of the University or in any other manner prescribed by the University.
- (iv) An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subjects/papers offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper.

An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

15. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has pursued a regular course of study shall be appearing.

**PART-III****GENERAL CONDITIONS:**

16. (i) No candidate shall appear in more than one degree examination or for the master's degree in one and the same academic year.
- (ii). A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of concerned Chairman, Board of Studies and Dean of the Faculty may be admitted with the permission of Vice Chancellor to the next higher examination of the University for the degree provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
- (iii) No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall not be admitted to any examination during the period for which the sentence is in operation.
- (iv) An application for admission to an examination received by the University after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by university but not later than the fifteen days before the commencement of examination.
- (v) Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University the vice Chancellor may in special cases (such as diligence follows part of the candidate and that it would be a great hardship to the candidate if his application is rejected allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.

17 The University shall issue an admission card in favor of a candidate, if:-

- (i) The application of the candidate is complete in all respect and in order in accordance with the provisions application to him.
- (ii) The candidate is eligible for admission to the examination and the fees as prescribed have been paid by the candidate.
- (iii) Where the practical examination is held earlier then the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the theory examination.
- (iv) The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that:
  - (a) The admission card was issued or permission was given mistakenly or the candidate was not eligible to appearing in the examination.
  - (b) Any of the particular given or documents submitted by the candidate in or along with the application for enrollment admission to a college, Teaching Department or school of studies or an examination is to be found false or incorrect.
- (v) In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of HOD/Principal/ Superintendent Exams, grant permission to issue a Duplicate admission card on payment of fees prescribed by the university, such card shall show in the prominent place the word "Duplicate".

18. A candidate shall not be allowed to enter in the examination hall unless he produces the admission card before the superintendent of the examination center or the invigilator.

19. In the examination hall the candidate shall be under the disciplinary control of the Superintendent of the center and shall obey his instruction.

- (i) In the event of a candidate disobeying in instructions of the superintendent or showing indiscipline conduct or insolent behavior towards superintendent or any invigilator, the concerned candidate may be excluded from appearing that day examination, and if he persists in misbehavior he may be excluded from the rest of the examination by the superintendent of the center.

- (ii) If a candidate acts in violent manner or uses force or makes a display of force towards the superintendent or any invigilator at the center or in its precincts endangering the personal safety or either of them or acts in a manner prohibiting the authorities in the discharges or their duties, the superintendent may expel the candidate from the center and may take police help.
- (iii). If the candidate, bring any dangerous weapon within the premises of the examination center he may be expelled from the center and/ or handed over to the police by the superintendent.
- (iv ) If the candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer-book to superintendent/ invigilator or taking away his own answer book or walks out of the examination hall, the board of management or the committee appointer for the purpose by the board of management may cancel the examination of the candidate.

The board of management may cancel the examination of a candidate and/or debar him from appearing in an examination of the university for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering with the university record including the answer books, marks-sheet, result chards, degree, diplomas etc.

- (v) The board of management may cancel the examination of a candidate and/ or debar him from appearing at an examination of the university for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

- 20 (i) the examination fee of a candidate who dies before appearing at the examination may be Refunded to his guardian or his successor.
- (ii). The entire fee paid by a candidate whose application for appearing at an examination is cancelled on account of producing documents or giving false particulars shall stand forfeited.

- 21 (i) A candidate whose result has been declared may apply to the Registrar for retotaling and Rechecking of his answer books in the prescribed form within 30 days of the declaration of his result provided that no candidate shall be allowed to have the answer books of more than two papers revalued provided also that no revaluation shall be allowed in case of scripts of practical's field work. sessional work tests and thesis submitted in lieu of paper at the examination.
- (ii). such application must be accompanied by fees as prescribed by the University.
- (iii) The result of the re-totaling/ revaluation shall be communication to the Candidate.
- 22 A candidate who has passed any final degree examination may after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University such application Shall be accompanied by a fee prescribed by the University.
- 23 A person who is under sentence of expulsion or rustication from a University Teaching Department school of studies or college or from the university or is debarred from appearing at examination of the University for any period of time shall not be granted a migration certification during the period for which the sentence is in operation.
- 24 Duplication copies of the following certificates shall be granted on payment of the fee prescribed by the University viz:-
- (i) Marks list
  - (ii) Migration Certificate
  - (iii) Degree Certificate.

Provided further that Duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

- 25 The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance



- 26 The vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added in grand total.

The scope of studies in different for an examination shall, be as prescribed by the university from time to time and printed in the prospects/syllabus for the examination concerned.

#### **Part-IV**

##### **Examination Fee:**

The Examination fees for various courses under semester system examination pattern will be decided by the university from time to time The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of vice chancellor will be final in all regards.

**ORDINANCE No. 5, of 2016****THE CONDUCT OF UNIVERSITY EXAMINATIONS****GENERAL**

- 1.1 Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 1.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 1.3 He/She shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 1.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 1.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 1.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.

**EXAMINATION CENTERS AND MANPOWER**

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centres to conduct the University, Theory, Practical/ Clinical examinations in various institutions for different courses and obtain VC's approval.
- 2.2 The examination centres for Theory examinations shall have adequate space and furniture for making arrangement for seating Students allotted to the centre.
- 2.3 The examination centre for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 2.4 The practical/Clinical examinations shall preferably held in the respective departments of the Institutions.
- 2.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 2.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various centre.
- 2.7 The persons whose relative is appearing for the examination, shall not be assigned any Responsibility of that examination or that Centre.

The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centres if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.

- 2.8 The University may change the examination centre of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.9 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examiner, who is unable to write himself/herself on account of temporally handicapped (who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehaviour, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehaviour.
- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 2.21 Controller of Examinations shall appoint the Chief Superintendent of the ~~Center~~ <sup>Center</sup> (Informal course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations.

## 2.22 Authorized Manpower required conducting the theory examinations.

- 2.22.1 The Chief Superintendent for each centre.
- 2.22.2 Superintendent for the centre.
- 2.22.3 Chief Invigilator for each hall / room.
- 2.22.4 Invigilators-One invigilator for every 20 students.
- 2.22.5 Supporting staff.
- 2.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc
- 2.22.7 Clerk to help in sorting, packing and sealing of packets answer books.
- 2.22.8 of Water boys/ women - one each in Hall/ room.
- 2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.
- 2.24 Chief Superintendent shall appoint the personnel mentioned under 2.22-5 in the above list from among the non -teaching staff.
- 2.25 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.
- 2.26 Authorized Manpower required conducting Practical/clinical examinations.
- 2.26.1 The chief superintendent for each centre.
- 2.26.2 Internal and external examiners.(appointed by the Controller)
- 2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.
- 2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.
- 2.26.5 Not more than two attenders.

### Duties and Responsibilities of Chief Superintendent

- 2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.
- 2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.
- 2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets and proformas etc.

- 2.27.4 He/she is authorized to appoint the personnel as mentioned in Section 2.22.2 to 2.22.5.
- 2.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 2.27.6 He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.
- 2.27.7 He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 2.27.8 He/she shall ensure proper and timely distribution of Answer books and. Question papers to the examinees in each hall/room.
- 2.27.9 He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 2.27.10 He / She shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 2.27.11 He / She shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 2.27.12 He / She shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.
- 2.27.13 He / She shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 2.27.14 He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 2.27.15 He / she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 2.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behaviour of the examinees.
- 2.27.17 He She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Centre as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 2.27.18 He She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- 2.27.19 The Centre Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -
- 2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination centre.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the Exams. work
- 2.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.
- 2.27.20 unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, Provided that teacher of the subject of the written;

Examination at any session shall not. Be an Invigilator at such session of the examination.

- 2.27.21 it shall be the duty of the Centre Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

## **2.28. Duties and Responsibilities of Superintendent.**

- 2.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.
- 2.28.2 He / she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

## **2.29 Duties and Responsibilities of Chief Invigilator**

- 2.29.1 He / she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.
- 2.29.2 He / she shall ensure that examinees occupy their allotted seats within the stipulated time.
- 2.29.3 He / she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 2.29.4 He/She shall ensure that No student carries with him/her any prohibited material like Mobile phones, iPods, lap tops, palm discs, etc. Calculators shall not be permitted unless permitted by the examination protocol.
- 2.29.5 He / she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines
- 2.29.6 He / she shall ensure that the examinees do not talk either with other students or with invigilator.
- 2.29.7 He / she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.
- 2.29.8 He / she shall permit the examinee to leave the hall after 30 minutes only, if the examinee does not wish to continue writing. However their answer book and question paper shall be retained.
- 2.29.9 2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.
- 2.29.10 He / she shall ensure supply of drinking water within the hall/room.

- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that the students' sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
- 2.29.14 He / she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.
- 2.29.15 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.
- 2.29.16 He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

### 2.30 Examiners

- 2.30.1 There shall be two categories of examiners. Internal and External.
- 2.30.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the P.K. University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the P.K. University.
- 2.30.4 Both Internal and External examiners shall posses the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

### 2.31 Panel of Examiners

- 2.31.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- 2.31.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.
- 2.31.3 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- 2.31.4 Such panel also shall be approved by Vice Chancellor.

### 2.32 Theory Question Papers

- 2.32.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- 2.32.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.
- 2.32.3 He /She shall get three full question papers from above three papers setters.
- 2.32.4 He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.
- 2.32.5 He / She Shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examination to maintain availability of adequate number sets of question papers as reserve.

### 2.33 Scrutiny and Moderation of Theory Question papers

- 2.33.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice- Chancellor.
- 2.33.2 He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.
- 2.33.3 The responsibility of Moderator is to scrutinize the question paper of his / her subject.
- 2.33.4 Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.
- 2.33.5 Moderator can correct the spellings; ensure that framing of questions within the prescribed syllabus. Ensure proper distribution marks and questions in sections.
- 2.33.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 2.33.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 2.33.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.



2.33.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.

2.33.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.

2.33.11 One set, preferably from older lot shall be used for each examination.

2.33.12 These are replaced by new sets of Question papers from time to time.

#### **2.34 Printing of required number of Question papers at the time of Theory Examination.**

2.34.1 Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination,

2.34.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or in charge functionary, if Controller is on leave.

2.34.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

#### **2.35 Printing and safe custody of question papers**

2.35.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.

2.35.2 Pack of 10-20 question papers shall be sealed in the pre-labelled envelopes for distribution to the respective Institutions later.

2.35.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centres.

#### **2.36 Answer Books and additional sheets.**

2.36.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.

- 2.36.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and not coded system of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc shall be made readily available in stock in advance.
- 2.36.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent institutions.

**2.37 Notification of schedule of registration for the examinations.**

- 2.37.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 2.37.2 The H.O.I shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
- 2.37.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.
- 2.37.3.1 **List A** - The list shall contain all the eligible candidates with attendance of 75% and above 75%.
- 2.37.3.2 **List B** - The list shall contain the candidate's attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condemnation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and Condonable. The candidates, whose shortage is condoned, shall be permitted to appear in the examinations.
- 2.37.3.3 **List C** - The list shall contain the candidates with attendance of less than 65%. Such Candidates shall not be permitted to appear in the examinations.

- 2.373.4 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.373.5 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

### **2.38. Malpractices and Unfair Means**

- 23.8.1 Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.
- 2.38.1 Group A - Talking and consulting with others in examination hall/room, such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall repetition of the offence and report the matter the Chief Superintendent.
- 2.38.2 Group B- Creation of a nuisance or serious disturbance at the examination centre and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- 2.38.3 Group C- Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing of papers, and damaging the answer book.
- 2.38.4 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may book for malpractice and the matter may be reported to the Controller for further enquiry and action.

### **2.39 Procedure to book malpractice/ copy cases.**

- 2.39.1 If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- 2.39.2 If the answer sheet of any other is found in possession of offender, both the students shall be booked for malpractice.
- 2.39.3 He she shall be made to stop writing further and place all the material on the desk. Inform the Chief Superintendent about the case.

- 2.39.4 The Chief Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same,
- 2.39.5 The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.
- 2.39.6 The answers books, material found in possession, and the written statement shall be sealed in separate envelop and handed over to the Chief Superintendent for onward transmission to the Controller.

**2.40 Enquiry on such malpractice cases falling in Group D and other serious offences.**

- 2.40.1 Controller with prior approval of VC shall constitute enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.
- 2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.
- 2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so, how much.
- 2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.
- 2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include
- 2.40.5.1 Penalty recommended by the committee.
- 2.40.5.2 Cancellation of all the papers in the examinations.
- 2.40.5.3 Debar from appearing in examination for 1-2 years.
- 2.40.5.4 Any other as deemed fit by the VC.

**2.41 Coding and Decoding**

- 2.41.1 Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.
- 2.41.2 Controller shall arrange to code the answer books ~~received~~ from the Chief Superintendents of various centres ~~to maintain the~~ secrecy of Identity of the examinee.

- 2.41.3. The coder shall make bundles containing 25 answer books, one question paper and mark award sheets in each sealed bundle for valuation.
- 2.413 The coder shall arrange answer books in bundles as required in the subject/course.
- 2.41.4 The sealed bundles shall be sent to the Chief Superintendents of respective centres well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centres shall get the answer books valued by the examiners in a common centre earmarked for confidential work like valuation of theory papers.
- 2.41.6 The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelope to the controller.
- 2.41.7 Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

#### **2.42 Tabulations and Preparation of results**

- 2.42.1 The Controller shall arrange to compile results in computer section by compiling the marks awarded in various sections of examination, like internal assessment marks, written, VIVA, and practical/clinical examinations.
- 2.42.2 Controller shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare pass/ first/ Distinctions etc to the central computer section.
- 2.42.3 Central computer section shall prepare the results based on all the parameters furnished by Controller.
- 2.42.4 Controller shall nominate 2 senior teaching faculties in the course to scrutinize and approve the Result as per the stipulated regulations.
- 2.42.5 Controller shall declare and upload the result on website after due approval of VC. He/She shall send a copy of result sheet to the respective Institution.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Institutions.

### 2.43 Rebottling and revaluation of written papers

- 2.43.1 Provision of system of Re-totalling and revaluation is available for written papers in UG courses only. The provision is not available in Practical or Clinical and VIVA examination.
- 2.43.2 Students who wish to apply for retotaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results,
- 2.43.3 Students who have failed can apply for retotaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for retotaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.
- 2.43.5 All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 2.43.6 Office of the controller shall complete the process of Re-totalling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of retotaling to enable the students to attend the same.
- 2.43.8 Student shall be made to view the answer books individually and totalling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for candidates who have applied for retotaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in re-totalling.
- 2.43.9 Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
- 2.43.10 Revaluation of answer books shall be done by two external examiners other than original valuer.
- 2.43.11 Revaluation shall be arranged by deputing University official in person or by sending the paper in secured and sealed envelope by courier.
- 2.43.12 The average of marks obtained in revaluation by two examiners, if is more than 10% of marks secured by the candidate earlier, then only shall be taken for recasting the results.
- 2.42.1 If the average marks obtained in revaluation by two examiners, is more than 20% of marks secured by the candidate earlier, then shall be revaluated by third examiner, for recasting the results.
- 2.43.1 Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice- Chancellor and revised mark sheet will be issued.

**ORDINANCE No. 6, of 2016****CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS,****SCHOLARSHIPS, STIPEND MEDALS AND PRIZES**

- 1.0 1.1 The awards of Fellowships, Research and other Scholarships, Stipends etc shall be made by the Governing Body on the recommendation of a Committee consisting of:
- The Vice Chancellor, as Chairperson
  - Chancellor's Nominee.
  - Two Deans of Faculties.
  - One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
  - Controller of Examination
  - Chief Finance & Accounts Officer
  - The Registrar as Member Secretary.
- 1.2 Deans will be nominated by Vice-Chancellor for a period of two years by rotation.
- 2.0 Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.
- 3.0 The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.
- 4.0 The award of fellowships, research and other scholarships shall be made subject to the following conditions.
- 4.1 The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.
  - 4.2 The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He / She may, however, undertake teaching assignment of not more than nine hours a week in the Institution, where he/she will work at the stipend as Decided-in-rules
  - 4.3. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
  - 4.4 Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work on all working days.

- 4.5 If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- 4.6 If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- 4.7 i. Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice Chancellor.. The general holidays, however, do not include the vacation period of e.g. summer, Dusherra, Diwali, X-Max vacations. No other leave with fellowship/scholarship shall be admissible.
- ii. The fellow/scholar may, in a special case, be allowed by the Vice- Chancellor leave without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the guide.
- 4.8 The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
- 5.0 Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.
- 6.0 The scholarship shall be tenable from the 1<sup>st</sup> July if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college.
- 7.0 The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies.- No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
- 8.0 The drawl of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
- 9.0 A scholarship-holder shall not combine any other course of study with the course for which the award is made.
- 10.0 A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure at least 60% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science, Social Science and Commerce and 65% in other Faculties.
- 11.0 If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.



**12.0** A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.

**13.0** 13.1 A scholarship shall be liable to termination, if:

i. The scholarship-holder discontinues studies during the middle

Of a session; or

ii. The scholarship-holder, after he has been given a reasonable Opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.

**13.2.** The order of termination shall be passed by the Vice Chancellor and shall be final.

#### **Award of University Medals and Prizes.**

**1.0** The University shall award with a view to augmenting academic interest and activities among the students. Gold and silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.

**2.0** 2.1. The quantum of gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.

2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.

2.3. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.

**3.0** 3.1. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.

3.2 Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 04 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.

**4.0** A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-

4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of Marks from among the candidates appeared at the M.B.B.S, BDS, BE, B.Sc (.Nursing), BPT, B.Pharm and other courses run by University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.

- 4.2 A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree of the (i) MDS. (ii) MD/MS. (iii) MBA (iv) M.CA and other post-graduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.

The Committee comprising of the following shall select the candidates for the awards of medals and prizes:-

- I The Vice- Chancellor (Chairman)
  - li Chancellor's Nominee.
  - iii. Three Deans of Faculties to be nominated by the Vice-Chancellor in rotation.
  - iv. Two Chairpersons of Board of Studies to be nominated by Academic Council.
  - v. Registrar.
- 5.0 University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.
- 6.0 Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 04 may be withheld, suspended or cancelled :-
- a. If, in respect of a year no candidate is found eligible for the award under the provision of para 04 above.
  - b. If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross Misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.

The inscriptions on the medals shall be as follows:-

- 7.1 On one side of the Medal - the following words shall be inscribed over the round shaped University emblem, विश्वविद्यालय स्वर्ण पदक और रजत पदक the case may be in hindi and University Gold/Silver medal in English.
- 7.2 On the other side of the medal the following shall be inscribed
- (i)----- परीक्षा(name of examination)
  - (jj) ----- संकायय(name of faculty)
  - (iii) माह/वार्षिकपरीक्षा
  - (iv) प्रथम स्थान/द्वितीय (as the case may be)
  - (v)..... (Short name of the recipient)

If for an examination two or more examinees are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:

- 8.1 In the case of a Bachelor's Degree Examination to both the candidates.
- 8.2 In case of Master Degree Examination also to both the candidates.

**ORDINANCE No. 7, of 2016****FEES OF EXAMINATION & RATES OF OTHER FEES FOR VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY****EXAMINATION FEES (DEGREE/POST GRADUATE DEGREE/DIPLOMA/CERTIFICATE**

No.	Course	Proposed Exam Fee
<b>UG COURSE</b>		
1	BE/BBA/BCA/B.ED./ B.PHARMA/B.ARCH.	Rs. 2500/-
2	LL.B/BA/B.COM/B.SC	Rs. 2000/-
3	B.Sc. (NURSING)	Rs. 2000/-
<b>PG COURSE</b>		
1	ME/MBA/MCA/M.ED. /M.PHARMA/M.ARCH	Rs. 3000/-
2	LLM./MA/M.COM/M.SC	Rs. 2500/-
3	M.Sc. (NURSING)	Rs. 2500/-
<b>POST GRADUATE DIPLOMA</b>		
1	PGDBM/PGDCA	Rs. 1000/-
<b>DIPLOMA COURSES</b>		
1	POLYTECHNIC DIPLOMA	Rs. 2000/-
<b>OTHER FEES</b>		
1	PROCESSING FEES (For Regular & Supp. Exam)	Rs. 300/-
2	CENTRE CHARGE – For Regular Exam	Rs. 150/-
3	EXAMINATION FORM FEES	Rs. 100/-
4	PRACTICAL FEES (Per Subject)	Rs. 100/-
5	SUPPLEMENTARY EXAM FOR 2 Subjects	RS. 100/-
	EXAMINATION FEES	Rs. 1500/-
	CENTRE FEES	Rs. 300/-
	PROCESSING FEES	Rs. 300/-

**LATE FEE: Rs. 1000/- upto 3 days from last date of submission of form Rs. 2000/- upto 2 days before examination**

## RATE OF OTHER FEE

No.	Description	Proposed Fee
1	Enrollment Fees	Rs. 2000/- UG Course
		Rs. 3000/- PG Course
2	Eligibility Fees	Rs. 1000/- UG
		Rs. 2000/- PG
		Rs. 1000/- DIPLOMA
		\$50 for NRI
3	UG DEGREE FEES	Rs. 1000/-
4	PG DEGREE FEES	Rs. 1500/-
5	DIPLOMA FEES	Rs. 1000/-
6	HIGHER SPECIALITY DEGREE	Rs. 2500/-
7	Ph.D.	Rs. 1500/-
8	FELLOWSHIP	Rs. 1000/-
9	POST DOCTORAL FELLOWSHIP	Rs. 1000/-
10	D.Sc. DEGREE	Rs. 1000/-
11	DUPLICATE MARKSHEET	Rs. 500/-
12	DUPLICATE DIPLOMA/DEGREE	Rs. 1000/-
13	DUPLICATE DIPLOMA/DEGREE (Urgent)	Rs. 3000/-
14	DUPLICATE MIGRATION	Rs. 500/-
15	DUPLICATE MIGRATION (Urgent)	Rs. 3000/-
16	CHANGE OF NAME	Rs. 500/-
17	DUPLICATE ADMISSION CARD	Rs. 200/-
18	PROV. CERTIFICATE in lieu of DEG/DIP	Rs. 500/-
19	PROV. DEGREE / DIPLOMA – Duplicate	Rs. 500/-
20	RE TALLING OF MARKS (in 1 Subj. only)	Rs. 1000/-
21	Ph.D REGISTRATION	Rs. 15000/-
22	Ph.D. THESIS SUBMISSION	Rs. 10000/-
23	D.Sc./D.Litt REGISTRATION	Rs. 15000/-
24	D.Sc./D.LITT THESIS SUBMISSION	Rs. 15000/-

25	EXTENSION OF REG. PERIOD FOR PhD FOR ONE YEAR	Rs. 5000/-
26	EXTENSION OF THESIS SUBMISSION FOR PhD FOR ONE YEAR	Rs. 5000/-
7	STUDENTS WELFARE FUND	Rs. 500/-
28	UNIVERSITY DEVELOPMENT FUND	Rs. 500/-
29	LIBRARY FEES	Rs. 1500/- For UG Course
		Rs. 2000/- For PG Course
		Rs. 1000/ For DIPLOMA Course
30	SPORTS & CULTURE FEES	Rs. 500/-

Note: The above fee is subject to approval by Fee Regulatory Commission for Private Universities

Tuition fee charged by the students as per approval by Fee Regulatory Commission for Private Universities.

**ORDINANCE No. 8, of 2016****DISCIPLINARY ACTION AGAINST THE STUDENTS**

1. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co—curricular activities and observe all rules of discipline of the institutions of which he/she is a student and of the University.
2. (i) When a student has been guilty of breach of discipline within or outside the premises of university or an institution, on persistent idleness or has guilty of misconduct, the head of the institution at which such student is studying should inform the Vice-Chancellor Registrar. The Vice-Chancellor, department upon the nature of gravity of the offence student may.
  - (a) Suspend such a student from attending classes for more than a week at a time, or
  - (b) Expel such a student from his institution.
  - (c) Disqualify such a student from appearing at the next ensuring examination: or
  - (d) Rusticate such a student.

Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reason of inflicting the punishment in writing.

- (i) The Head of the institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- (ii) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provide he is found innocent.
- (iii) The rustication of a student from an institution shall entail the removal of his name from register of enrolled student.
3. All students pursuing a course of student at the University teaching department shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from to time.
4. Any violation of the code of conduct of breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.

5. The following acts in particular shall constitute acts of good indiscipline and any student indulging in any of them shall tender himself liable for disciplinary action against him.
  - (i) Disobeying the teacher or misbehaving in the class:
  - (ii) Quarrelling or fighting in any University building or in the campus among them:
  - (iii) Quarreling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
  - (iv) Stirring or writing or slogans or any material, making of skeletons of figures on any wall or portion of any building within the campus which is not authorized by the university administration.
  - (v) Behaving in the university campus or outside in a manner which is indecent or which is meant to annoy or hunt the teacher officers or employees of the university.
  - (vi) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
  - (vii) However, all cases of indiscipline within hostel premises shall be dealt by the warden concern. To deal with such incident the warden shall have all the powers prescribed for the proctor in this ordinance.
6. There shall be a Pretoria Board consisting of a proctor and such number of joint proctor as the Board of Management may decide from time to time.
7. The Proctor and joint Proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two year at a time.

#### **Power and duties of Proctor**

8. The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to him knowledge and which in his opinion call for disciplinary action.
9. The Proctor may of his powers to joint Proctor. In the absence of Proctor the senior most Joint proctor shall act as proctor and shall have all such powers to proctor.
10. In the opinion of Proctor, the act of indiscipline required action if it is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
11. If in the opinion of Proctor, the breach of discipline is of a serious nature he may refer the case for investigation to the Proctorial Board, proctor and Joint proctor or any two joint proctors shall constitution the quorum for sitting of such investigation.

12. There shall be a Discipline Committee consisting of the following

- (i) Proctor – convener
- (ii) Dean, student welfare
- (iii) Professor in charge of student Union
- (iv) Joint proctors
- (v) Warden of the Hostels & Joint wardens
- (vi) President of student Society
- (vii) Two other student nomination by vice-Chancellor
- (viii) One of the joint Proctor will be nominated by the proctor as secretary of the discipline committee.

13. All punishment awarded to the students shall be recorded in a register to be maintain by the proctor. The register shall be permanent record of the University and shall contain such details as may be prescribed and prospered by board of Management.

14. Certificate regarding corrector and conduct of student of University teaching department may be issued to him by the Proctor. However, in the case of a student who has been award punishment 3 or more times by the Proctors himself or on the recommendation of the proctor, the fact that he was show penalized shall be mentioned in the certificate of character and conduct to be issued by the proctor. The certificate of character and conduct issued by the proctor shall be the only valid certificate of the university in the regard.

15. If the proctor finds that in any incident of disturbance of breach or peace certain presence who are not in the roles of the university are involved or are likely to be involved he may send to the vice-chancellor that the university campus be declare bounds for such persons .if the recommendation is accepted by the vice-chancellor a notification shall be send to the district magistrate and the other administrative authorities as the vice-chancellor may deem fit. So the notification issued under this paragraph enforce entry into the campus of person debarred from entering the campus shall be an act of criminal and shall be dealt with accordingly.

16. The discipline committee shall ordinary convenes meeting case in a such academy year and if shall review general situation regarding discipline in the university and make suggestion in this regards any specific cases of indiscipline may also be referred to the discipline committee for given its opinion regarding the action to be taken.

17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all Directors of the Schools. The decision of the Vice-Chancellor shall be final



**ORDINANCE No. 9, of 2016****PAYMENTS/REMUNERATION FOR EXAMINATION WORK**

1. The rate of remuneration for all purpose for paper-setters/examiners/staff shall be as per decision of Board of Management of University.
2. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
3. In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the Vice-Chancellor may take a decision after obtained, if necessary, the opinion/ advice of a Committee consisting of any or all the Deans of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 10, of 2016****CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES/INSTITUTIONS & UNIVERSITY TEACHING DEPARTMENT/INSTITUTE UNDER UNIVERSITY**

1. With reference to the decision of the sponsoring body of P.K. UNIVERSITY, SHIVPURI, taking over the management of following institute which are situated in the University Campus of the University as constituent Institute of the P.K. UNIVERSITY, SHIVPURI subject to the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, as amended from time to time.

The following shall be the University Institutes

- i. Institute of Engineering and Technology
  - ii. Institute of Management
  - iii. Institute of Art
  - iv. Institute of Science
  - v. Institute of Commerce
  - vi. Institute of Education
  - vii. Institute of Computer Science & Application
  - viii. Institute of Law
  - ix. Institute of Medical Science
  - x. Institute of Pharmacy
  - xi. Institute of Architecture & Planning
2. The university Teaching Department will be as mentioned in ordinance.
  3. The above mentioned department/ Institutes will be governed by the P.K. UNIVERSITY and their decision shall be handing upon it. All administrative, Academic and financial power would be vested with constituent Bodies, Board and Authorities of the University. The college would work as a Teaching Department of the University.
  4. as soon as the above mentioned institute admitted to the privileges of the University as its Constituent institutes all its assets and liabilities, the movable/immovable property with entire land, road and building etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of P.K. University and concerning corporate account. The University will not be bound to pay any cost toward this

property. The decision regarding sale, mortgage, or major alteration of the existing movable and immovable property these institutes would be taken after the approval of the Sponsoring body. All provision of this Para is subject to the provision of relevant Act/Laws of the country/State.

5. The departments of the above mentioned institute would henceforth be called the University. The teaching department of the P.K. UNIVERSITY. SHIVPURI the Principal of the institute will be the Director of the institute.

6. Object of declaring as Constituent University department/ University Institute:-

The following shall be object of declaring as constituent college/Polytechnics

- a. To provide the desired environment and develop a framework to pursue a path of Excellence in Higher education.
- b. To create a desired environment and develop a framework to pursue a path of Excellence in Higher Education.
- c. To lay a firm and everlasting foundation for growth of quality technical education in the institution.
- d. To develop the institute as a model for Curriculum innovation and Examination reforms, development of professional and moral values in the faculty, student and the staff.
- e. To foster the growth of well-informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
- f. To facilitate synergic partnership with the industries of the state and the country for further qualitative growth.
- g. For transforming technical education into a vibrant and dynamic system.
- h. To foster Research culture and promote industrial consultancy.
- i. To foster international and national collaboration for academic programme for research and development.

## 7. MANAGEMENT OF THE CONSTITUENT INSTITUTION

For all purses, the sustenance and development of the constituent institute shall be a responsibility of the university. In fulfilling responsibility, the P.K. UNIVERSITY shall:-

- a. Recruit and develop faculty of the constituent institution.
- b. Investment in the development of the institution.

- c. Encourage revenue generation in the institution through various means.
- d. Formulate the instituted budget and manage its finance provide good Governance to the institution.

#### 8. STATUS OF THE STUDENT'S COURSE

The entire student admitted after proper functioning of the University as per ACT 2007 shall be treated as the student of the University. Constituent University department/ University Institute.

All the course of the concerned institute admitted to the privileges of the university, shall be continued and treated as the course of the university department/University Institute.

**CAMPUSES UNDER P.K. UNIVERSITY:** Following Institutes will be under P.K. UNIVERSITY

S.No.	Course Name	Institute
1.	Polytechnic Diploma, B.E. M.E. & Integrated Course	Institute of Engineering and Technology
2.	PGDBM, BBA, MBA	Institute of Management
3.	BA, MA	Institute of Art
4.	B.Sc. , M.Sc.	Institute of Science
5.	B.Com, M.Com.	Institute of Commerce
6.	D.Ed. B.Ed., M.Ed., MA(Education)	Institute of Education
7.	BCA, MCA, PGDCA	Institute of Computer Science & Application
8.	LLB, BALLB (Integrated 5 Year)	Institute of Law
9.	BSc (Nursing), MSc (Nursing.), GNM,	Institute of Medical Science
12.	D.Pharm, B. Pharm, M.Pharm.	Institute of Pharmacy
14.	B.Arch., M.Arch.	Institute of Architecture & Planning

#### Co-operation & collaboration with other universities & Institutes of higher education

The P.K. UNIVERSITY shall be signing MOU with National and International level Institute and universities for Co-operation & Collaboration for higher Education.

The Co-operation / collaboration shall be for

- (1) Skill up gradation of Faculty members
- (2) Running for twin Courses program at Graduate & Postgraduate Level
- (3) Exchange/partner of different degree program

Notwithstanding anything stated in this ordinance, for any unforeseen issue arising, and not covered by this ordinance, or in the event of differences of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion / advice of a consisting of any or all the Directors of the school. The decision of the Vice-chancellor shall be final.

*ORDINANCE No. 11, of 2016***RESIDENCE OF STUDENT**

The university is called the rules for Hostel facility for student. The condition for providing residence facility is as under-

**GENERAL**

1. These rules may be called the rules for Hostels of the P.K. UNIVERSITY, SHIVPURI, M.P.
2. These rules shall be applicable to all the Hostels of the University.

**ADMISSION**

3. Application for admission to hostel shall be made on the prescribed form available at hostel office/office of the DSW on payment of fees as prescribed. The duly filled application form should reach hostel/DSW office before the prescribed date.
4. Incomplete or wrongly filled application form shall not be considered.
5. Such application for admission shall furnish a character certificate from the Head of the institute last attended along with application.
6. After an application has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
7. Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year of any, than deposit their readmission dues.
8. No. student who has failed or dropped out in the examination or warned for any action shall be readmitted to the hotel.
9. The parents of the student shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parents and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
10. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event to taking admission in other course in the university his/her admission in the hostel shall be considered afresh.
11. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct re-admission in the university shall not be considered.

- 12 Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee/
- 13 Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
- 14 Music systems/radio/TV. are not allowed in the rooms, however it may be permitted with Earphone attachment.
- 15 Students shall cooperate in keeping the hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
- 16 Hostellers shall be responsible for the security of their own property. They must not leave their room/ box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/ safety problems arising out of this.
- 17 In case of any emergency during the night, the hostellers shall contact the hostel warden for help Girls may contact the warden through, the ayah/ chowkidar of the hostel. Local guardians/ parents of girls' hostellers may telephone the hostel warden and not the girls directly after 7:00 pm in case of emergency.

#### **FEES, RENTS & OTHER CHARGES**

- 18 Hostellers shall pay a monthly rent as prescribed by the university for the terms for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the university. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).
- 19 Every students admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the course/ degree.
- 20 In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/ her stay in the hostel for completing the course he/ she may be allowed to continue his/ her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be providing to the students who are required to prolong their stay on account of repeat examination.

**CANTEEN**

- 21 The facility of mess/ canteen shall be provided by the university on payment basis, cooking is strictly prohibited in the hostel.
- 22 Every hosteller shall be required to pay monthly mess charges in advance as notified by the hostel committee.

**HOSTEL ROOM AND ALLOTMENT**

- 23 The following priority is fixed for providing accommodation in the university hostel.
- (i) Undergraduate boys/ girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/ girls.
  - (ii) Physically handicapped students
  - (iii) SC/ ST/ Other category of Students.
  - (iv) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
  - (v) Local students (Staying within 15 kilometers from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.
  - (vi) All hostel students residing in the hostel shall be required to submit a undertaking as per Performa approved by dean student welfare.

**ATTENDANCE**

- 24 Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows.
- 25 Attendance time for girls during summer-19:00h and for winter 18:00h.
- 26 Attendance time for boys 21:00h

**HOSTEL MANAGEMENT COMMITTEES**

- 27 There shall be Hostel management committee, standing committee for hostellers discipline and a hostel committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice-Chancellor for another year.

## (i) Hostel Management Committee

The committee shall comprise:

- |     |   |   |          |
|-----|---|---|----------|
| (a) | Dean Student Welfare                          | - | Chairman |
| (b) | Chief Wardens and all Warden                  | - | Member   |
| (c) | One Student's representative from each hostel | - | Member   |
| (d) | One Dean nominated by the Vice-Chancellor     | - | Member   |

## (ii) Hostel Disciplinary Committee

There shall be a Hostellers Disciplinary Committee to deal with student's indiscipline and misconduct defined in the Hostel ordinance:

- |     |   |   |          |
|-----|---|---|----------|
| (a) | Dean Student Welfare                      | - | Chairman |
| (b) | One Dean nominated by the Vice-Chancellor | - | Member   |
| (c) | Warden of concerned Hostel                | - | Member   |
| (d) | Chief Proctor                             | - | Member   |

## (iii) Hostel Committees

There shall be a hostel committee in every hostel nominated/ elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The committee shall consist of the following-

- |     |  |   |          |
|-----|--|---|----------|
| (a) | Hostel Warden  | - | Chairman |
| (b) | One hostel Student representative approx. for 20-25- | - | Member   |
| (c) | One hostel prefect and one-associate prefect for     | - | Member   |

Various functions like food, health and

Extracurricular activities.

### MISCONDUCT & INDISCIPLINE

- 28 Gambling of any kind and use of liquor/ drugs and smoking etc. it strictly prohibited in the hostel and campus.
- 29 Guests of the opposite sex shall not be entertained in the hostel. The hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
- 30 Pornographic literature and exotic posters/ displays etc. are not permitted in the hostels.



- 31 No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
- 32 Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine. May be imposed for violation of this rule.
- 33 Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to kept in the hostel by the hostellers. In exigencies all hostellers shall vacate their room at given order/time by the Vice-Chancellor/ Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The university shall accept no responsibility for the private property of the concerned students found in the rooms.
- 34 Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the university.
- 35 No meeting shall be held in the hostel premises without the prior permission of the warden.
- 36 No notice is allowed to be exhibited on a notice board or circulated to the hostellers unless it has been signed or countersigned by the warden/ D.S.W/Registrar/ V.C. Also hostellers shall not cause damage or interfere in any manner with the notice board of the hostel.
- 37 There shall be no ragging what so manner/ from i.e. introduction etc. A breach of this rule shall be severely dealt with up to rustication.

Note: For notification or communication to the hostellers a notice by the warden on the hostel notice board shall be considered adequate. Hostellers should watch the notice board regularly and follow general or specific instructions given from time to time. For matters common to all, the hosteller or students, the display shall be on the notice board of the dean of student's welfare hostel office. No separate notice would be sent to them.

#### **DISCIPLINARY ACTION**

- 38 Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
- 39 The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/ acts in the nature of Good Samaritan.
- 40 Resort to any form of strike by the hosteller without following the legally provided remedial channels/ procedures/ shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/ university.

- 41 Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of hostel disciplinary committee for taking appropriate action. Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the chief proctor or Registrar of Vice-Chancellor who may pass order in writing for taking appropriate action.
- 42 In case the situation in the hostel deteriorates to a level that requires protection, the chief proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the hosteller. Such action taken however shall be brought to the notice of the Registrar/ Vice-Chancellor in writing.
- 43 Any hosteller found guilty of ragging indiscipline, defiance of order, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/university.
- 44 No student shall be permitted to appeal against the warden to any authority other than hostel management committee. If the appeal is against the decision of the hostel management committee, it should be made to the Vice-Chancellor shall be final.

**ORDINANCE No. 12, of 2016****DOCTOR OF PHILOSOPHY (Ph.D)****(Ordinance as per UGC Regulation 2009)**

The ordinance shall be called "Ordinance" governing doctoral degree. The ordinance will be governed on such rules & regulations as per approval from board of management of the university framed in accordance of regulation/ norms laid by UGC from time to time.

**Eligibility for enrolment for doctor of philosophy (Ph.D.)**

- 1.1 A candidate for enrollment for the degree of philosophy must, at the time of application, hold master's degree with at least 55% marks or an equivalent grade of University/ deemed university or any other university incorporated by any law for the time being in force and recognized by the university (Five percent marks will be relaxed for SC/ST/ Other category candidates).
- 1.2 A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he/she has obtained his/her master's or bachelor degree in Engineering/Technology/Applied Sciences or other streams. Provided that, research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done masters or bachelor degree in engineering/ Technology/ Applied Sciences or other streams, shall be decided by the Academic council.

A candidate must apply for registration for Ph.D. degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

- (i) His/ her qualification and experience.
- (ii) Proposed subject/ discipline along with the relevant faculty in which he/ she proposes to work.
- (iii) Proposed title of the Ph.D. thesis.
- (iv) Name of the Supervisor (along with name of co-supervisors, if any)

(Strictly from the university list of approved supervisors & co-supervisors) under whom he/ she wishes to work and the place/places at which he/ she wishes to carry on investigations together with the consent of the supervisor and co-supervisor.

- (v) Certificate of qualifying the UGC / CSIR / DST/ National or state level fellowship /NET / GATE / GPATISLET, if any
- (vi) Letter granting teacher 's following, if any
- (vii) Address Contact number, mobile number, email- id & other contact details.

### 3 Availability of Seats.

Depending upon availability of Supervisor/Co-supervisor the number of seat shall be decided, provided that

- (i) A supervisor shall not have at a time, more than 08 Ph.D. scholars as supervisor and 06 Ph.D. scholars as co supervisor in case of a professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. scholars as supervisor in case of other, in any university as less research centers in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

### 4 Admission Procedure

- (1) The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:
  - (i) To prepare panel of name of papers setters in various subject and submit them to the University.
  - (ii) To arrange for entrance test.
  - (iii) To arrange for interview.
  - (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
  - (v) To resolve problems, if any.
    - (a) Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT SLET/NET/M.Phil. shall be admitted directly without the entrance test.

(b) Candidate who has been awarded teachers fellowship by statutory bodies for during Ph.D. degree shall also be admitted directly without the entrance test.

(c) All other candidates will be selected through entrance test.

## 5. Structure of Test

Entrance test will be conducted on following:

During Two Hour

Question Paper

Part 1 Research methodology

Part 2 Related Subjects

## 6. Interview and allotment

(1)- Each student shall have to appear in an interview. The interview board shall consist of the following members.

- (i) Vice chancellor or his nominee as chairman
- (ii) Dean of school
- (iii) One of the chairman of relevant (board of studies) to be nominated by the vice chancellor.
- (iv) One of the recognize supervisors in university teaching department in the subject to be nominated by the vice Chancellor.
- (v) One subject expert to be nominated by the vice chancellor.

One third of the total members shall complete the quorum. However presence of the subject expert shall be complete the quorum. However presence of the subject expert shall be essential. If the Dean of School is not available, the Vice Chancellor may then appoint. a Senior Professor of any University Teaching Department as member.

(2) The interview shall be conducting in the University Teaching Department.

(3) The candidate shall be called for interview in the following order

- (i) Candidate who have qualified UGC/CSIR/DST/National or state level Candidates who have been granted teacher fellowship by a statement body.
- (ii) Candidate who have been guaranteed teacher following by a statement body.
- (iii) Candidate according to merit list of the entrance examination.

- (4) At the time of interview, the candidate are expected to discuss are expected to discuss their research interest/area, choice of supervisor and co-supervisor (if any)

For the candidates belonging to category as mentioned in Para 6(3) 1&2 , 100% weight shall be on the interview for the candidates mentioned in para 6(3) (111) the weight as of the interview marks shall be 40% where as 40% weight as shall be given to the return entrance exam. Conducted as per Para 5 and remaining 20% weight as shall be given to aggregate of qualifying P.G examination.

- (5) The allotment board then shall finalized the list of the names of the candidates admitted to the Ph.D in the concerned subject.

a. The candidate in category:

- (i) Of sub Para 6(3) above shall be admitted first, secondary the candidates in category .
- (ii) Shall be admitted in that order in thesis categories if there are more than one candidate having equal marks than merit shall be decide according to the percentage of marks at the qualifying PG examination

- b. As possible the allotment board shall allot the preformed place of research work and the perform supervisor and co- supervisor if any shall also approve the purpose title of the these however, the candidate may change tile of his/her thesis, after prior approved by research degree committed (RDC), the candidate may however, be allowed to take another chance for allotment in next admission processed if he does not want to change preferences in the first instant.

- (6) The admission process must be complete by the last date for admissions decide by the University for the Course.
- (7) A merit list shall be prepared on the basic of entrance test an interview as mentioned in PARA 6(4) and shall be declare as the result for the entrance examination by register.

**(7) Fees**

Registration fee for Ph.D. program is to be paid to the university at the prevalent rates as announced by the university from time to time. The total program fee must be pain before submission of Ph.D. thesis.

**(8) Course Work**

- (a) After having been admitted, each Ph.D. student shall undertake course work in the subject as per guideline of UGC of a minimum period of six months i.e. one semester. The course shall include curriculum on research methodology it may also involve reviewing of published research in the relevant field.

**(b) Evaluation-**

- (i) The course work shall carry does credit (1 credit- equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.
- (ii) The details of the specific subject shall be decided by the department/school.
- (iii) The procedure for admission shall be laid down from time to time by the Academic Council.
- (iv) University examination shall be held at the end of the semester. The Scheme of examination shall be notified by the University.
- (v) A candidate shall be declared to have successful completed the course, if he/she has successfully passed semester examinations with minimum 65% or equivalent grade as mentioned above. Minimum 6 credits to be earned during the coursework for successful completion.

**9.0 Research Centre**

A candidate may pursue his research work Ph.D. degree in the university Teaching Department in the subject concerned.

Or

Research Centre i.e an organization of National or International repute (NIIT/IIT other academic institutions of national importance/Research. Organization of Government/repute corporate establishment with established R&D Laboratories etc.), recognized as a research Centre by the Academic Council: Provided that a M.O.U. shall have to sign between the University& the Institute / Organization.

- (a) After the M.O.U., the candidates may also be allowed by RDC to pursue research work at and industry of international repute involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D infrastructure for conducting research, which must be Government on India approved R&D Centre and shall be recognized for this purpose by the BOM of the University.
- (b) A candidate permitted to work such Industry as stated in above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry such

supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate., Professor of the university.

- (c) Candidate may also be permitted to work by RDC in research establishment of repute like CSIR Labs/ DRDO Labs or Labs of repute established by Central Government and after MOU signed by the University with such establishment.
- (d) A candidate permitted to work in such Research Establishment, stated in above para, shall also be required to take at least one supervisor/co-supervisor from the establishment. Such supervisor/co-supervisor should be scientist/Director of the R&D Center not below the rank of Associate professor of the university.

#### 10.0 Supervisor/Co-supervisor

- (a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:
- (b) The professor in the University who has obtained a doctorate in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

Or

- (c) An Associate Professor or Reader in the University who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

Or

An Assistant Professor in the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard journals of repute and has at least three year teaching experience with PhD

Or

A director/ Scientist/ professor / or an equivalent cadre in an organization of national/ international repute not below the rank of an associate professor of the university, working as regular employee or retired and who has published at least five papers in peer reviewed standard journals of repute.

- (a) Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of any committee constituted in this Ordinance.



- (b) A person who wants to get himself/herself recognized as a supervisor/co-supervisor shall apply in the prescribed Performa, duly forwarded by Head/Principle/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

### 11.0 RDC

- (1) After successful completion of Pre PhD course work, the candidate shall be eligible to submit a synopsis (as per Appendix1.) of his proposed research work along with the title of these (finally decided by candidate) duly forward by the supervisor by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with Signatures of candidate, supervisor, co-supervisor and head of the institution on each of the copy on each of the page.
- (2) The candidate shall be required to make an oral presentation of the proposal work before the research Degree Committee (RDC) consisting of the following members:-
  - (i) Vice Chancellor of his nominee- chairman.
  - (ii) Dean of the school concerned.
  - (iii) Chairman board of studies of the subject in the school.
  - (iv) Head of one professor of the university teaching department all in the case of non-availability of professor one associate professor of the university teaching department if the subject.
  - (v) One external subject expert of the rank of university professor to be appointed by the vice chancellor ordinary out of a panel of a 5 expert given by the dean of the school concerned external expert and to other members shell from the quorum.

Note-(a) on the request of the supervisor vice chancellor may permit him to be present and the observed during the oral presentation of his candidate.

- (b) No. T.A. and D.A shall be payable to candidate and supervision for attending the Recharge Degree Committee meeting.

The meeting of research Degree Committee (RDC) shall be held in the University office twice year. The Committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor. Submitted under section 11 of this Ordinance and recommend the eligibility of the person for the appointment as supervisor / co-supervisor. The committee shall also prepare if

list for approved supervisors/co-supervisors, along with their specialization as per provision of this ordinance. This list shall be available with the registrar.

- (3). After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor (if any), and place of research work, the candidate shall be registered for PhD/degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the registration and sum to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) to the university.
- (5) If the RDC makes any change only in the title of thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC if self. The letter of registration shall be issued mentioning the approved title.
- (6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 month time. The dean of the School shall examine the revised synopsis, he will approve the same. The letter of registration shall then be issued by the registrar.
- (7) If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.
- (8) If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the registrar. In case, only the caution money deposited by the candidate shall be refunded.

#### **12.0 Period for submission of thesis**

- (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 month after successfully completion of course works at the research centre and not later five calendar year from the date of registration. In case a candidate does not submitted his/her thesis within five calendar year, from e date of registration and does not apply for extension in time, his/her registration shall and automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Kulpati. If the candidate applies for extension at least one month before the expire of registration period together with a fee as prescribed by the University. In case candidate does not submit his/her thesis within the extended period his/her registration shall stand automatically cancelled.

Provide also that after the expiry of five years from the date of registration the Kulpati may permit a candidate to get registration on the same topic on payment of a re-registration fees as prescribed by the university the condition of minimum period of 24 month and attendance shall not apply to such re-registered candidate for summation of the thesis. For re-registration approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No. extension in this period is allowed. The registration will stand automatically canceled after 9 years from the date of original registration. After this period if a candidate desire to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

(b) A teacher candidate with five years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months after successful completion of course work.

### 13. Change of Supervisor

Only under special circumstance, the candidate may be allowed to change the supervisor the vice chancellor on the recommendation of the committee constituted by the vice chancellor for the purpose. No change in the topic of research will be permitted due to change of supervisor.

### 14. Six Monthly Report

The university shall obtain every six month a record of attendance, progress report of the work of research scholar from his supervisor as per appendix for which shall be scrutinized by the dean of the school. Those candidates who fail to deposited fees, the vice chancellor on the recommendation of the dean of the Facility may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

### 15. Summary of thesis and Appointment of examiner

- (a) The candidate shall submit 10 copies of the summary of the thesis together with a list of research papers published of accepted publication in the peer reviewed standard journals of repute as approved the university from time to time though his her supervisor to the register about 3 months prior to the anticipated date of submission of thesis.
- (b) The supervisor shall submit to the register in a sealed cover a panel of at least 6 name of examiner actively engaged in the concerned area of research not below the rank of associate professor of a university. Teaching department for college professor, from outside the

jurisdiction of this university. At least half of the name should be from outside the state another panel of the list 6 examiner, actively engaged in the concerned area of research and not below the rank of associate professor of a university. From outside the jurisdiction of this university shall be submitted by chairman board of studies examination committees of the concern department in which the candidate is pursuing Ph.D.

- (c) In case the candidate related to the supervisor then the first panel of examiner shall be obtained from Head University teaching department of the subject concerned of a senior professor nominate by vice chancellor.
- (d) The vice chancellor shall appoint to examiners out of two aforesaid panel submitted by the supervisor and examination committee respectively. The consent of examiner shall be obtained by sending them the summary and list of publication.

Note: The summary shall be send by post airmail/ email.

#### 16. Pre Submission Defense Committee

- (i) Prior submission of thesis, the candidate shall prepare a draft thesis and shall submit it in soft and hard copy in the prescribed format of the university.
- (ii) However prior to the submission of draft Ph.D. thesis and PSDC the candidate published at list two research paper in the peer reviewed standard journals of repute, as approved by the University from time to time, in which the candidate is the sole author or one of the co-authors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.
- (iii) The candidate shall make a Pre-submission Defense, base on that draft thesis, in the university teaching department in the subject or any place in the University premise fixed by the university for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor to the university in the Performa given in Appendix 5.

#### 17.0 Submission of Thesis

1. After getting an approval from PSDC as mentioned in Para 15, the candidate can finalize his/her thesis.
2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be type written only on one side of pages. It may then be photocopied (Only one side of the pages) for producing multiple copies.
3. The Candidate shall submit the thesis to the university as follows:

- 
- (i) Three hard bound copies of the thesis, and
  - (ii). Soft copy in the form of CD (in Three copies)
- 

4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.

- (a) Thesis should be forwarded by head of the Department.
- (b) The thesis must be accompanied by a declaration form the candidate as per (appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
- (c) The certificate from the supervisor together with Co-supervisor, if any, as per (Appendix 3)

Note – (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

- (ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

#### 18.0 Evaluation of thesis and viva-voce examination

- (i) On receipt of the thesis, required fee and no dues certificates, the thesis shall be send to the two examiners already Consented

(ii) The thesis to be accepted for the award of the Ph.D. degree must comply of the following conditions:

- (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. It should evince the candidate's capacity for critical examination and sound judgment.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

(iii) The examiners shall categorically recommend in the prescribed Performa (Appendix 07) acceptance, revision or rejection of the thesis .He shall also give detailed comments on the points spend out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies . The examiner must also give a list of at least ten questions he wishes to be asked at the vice-voce. Examination

- (iv) (a) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.

- (b) The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another Examiners from the panels of Examiners.
- (c) If one Examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third Examiner, drawn from the panels of Examiners as constituted at par 15 (b) by the Vice chancellor, without the reports of earlier Examiner, the third Examiner shall be asked to give his/her opinion and his opinion shall be final.
- (d) In case both the original Examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third Examiner, and the third Examiner accepts the thesis for the award of the degree, the candidate shall be called upon to appear at the viva-voce Examination before a board of Examiners comprising of the Supervisor, Co supervisor (if any) and one of two Examiners (as per Para 14(b), selected by the Vice chancellor, who have accepted the thesis for the award of the Ph.D degree . In case the candidate is related to the supervisor, then the Vice chancellor shall appoint Head of Studies/ institution/ Chairman Board of studies of the subject concerned to act as Vice-voce examiner, in place of the Supervisor
- (e) The Supervisor/Head of the concerned Department/Chairman Board of Studies of the subject concerned, as the case, may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date examination. Provided that in special circumstances, Kulapati may appoint alternate viva-voce examiner from the panel of examiner, if both the external examiners are not in a position to conduct the viva-voce examination.
- (f) The viva-voce examiner shall be conducted at the concerned department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board, of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar to confidential cove.
- (g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty research scholars and other interested person present

in open viva. After the presentation of the research work the Board shall ask question together with those questions which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.

- (h) In case the viva-voce examination is not satisfactory, the candidate shall reappear for viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The Same examiner/external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

- (v) If the examiner recommend that the candidate be asked to revise/improve his thesis, the Vice-Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.

- (vi) In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/she carried out the work.

- (vii) The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case the candidate is asked to revise the thesis under clause 17 iv.c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provision of (clause 17 iv.d of the Ordinance).

In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down under Para 17 iv.c, above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

**19. Appearing in other examination**

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics and computer courses).

**20. Publication of thesis**

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this approved for award of the Ph.D. degree of the University.

**21.0 Award of Ph.D.**

After the successful viva-voce, the Vice Chancellor shall have powers to issues Notifications for the award Ph.D. degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting .One copy of the thesis will be kept in the University Library and another copy will be kept in the Department Library of the institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process, and announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D. thesis to UGC within a period of thirty days for hosting thesis in NET accessible all University/Institution

**22.0 Reports of examiners**

After the declaration of the results the successful candidates may be provided the copies of reports examiners who recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.

**23.0 Withdrawal of degree**

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force , shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirement , as laid down in this Ordinance.

24.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance , or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion/advise of a Committee consisting of any or all the Directors of the Departments/Institution/Schools. The decision of the Vice-Chancellor shall be final.

25 The Reservation to SC/ST/Other category shall be applicable as per the provision of the State Government of Madhya Pradesh.



**Appendix-1****PROFORMA FOR SYNOPSIS**

- 1 Title of the thesis
- 2 Introduction : Giving purpose of research (in about 200 word)
- 3 A brief review of the work already done in the field.
- 4 Noteworthy contributions in the field of proposed work.
- 5 Proposed methodology during the tenure of the research work.
- 6 Expected outcome of the proposed work.
- 7 Reference in standard format.
- 8 List of published papers of the candidate.

Signature of the Supervisor

Signature of the Candidate

Date.....

Date .....

Signature of Co supervisor (if any)

Date .....

**Appendix-2****DECLARATION BY THE CANDIDATE**

I declare that the thesis entitled .....

Is my own work conducted under the supervision of Dr.....

(Supervisor/Co-Supervisor) at .....

(Center).....

Approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the center

I further declare that to the best of my knowledge the thesis does not contain my part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date : .....

Place: .....

## Appendix-3

## CERTIFICATE OF THE SUPERVISOR CERTIFICATE

This is to certify that the work entitled ..... is a  
piece of research

work done by Shr./Smt./Ku. .... Under  
My/Our Guidance and

Supervision for the degree of Doctor of Philosophy of.....  
University (M.P.) India.

I certify that the candidate has put in an attendance of more than 240 days with me. To the best of my knowledge and  
belief the thesis:

- i Embodies the work of the candidate himself/herself.
- ii Has duly been completed.
- iii. Fulfill the requirement of the ordinance relating to the Ph.D. degree of the University:

Signature of the Co-Supervisor

Signature of the Supervisor

Date : .....

Date: .....

## Appendix – 4

**CONFIDENTIAL PROGRESS REPORT**

Six monthly progress report of the research work done for the period  
from..... to .....  
of the research scholar.

1. Name of the research scholar .....
2. Subject .....
3. Topic registered for Ph.D Degree .....
4. Name of the Supervisor .....
5. Name of Co-Supervisor (if any) .....
6. Description of the guidance on the topic

Period with dates the Candidates has been  
with the guide for research work(It may also  
indicate the date of leave availed by the candidate  
during the above period ).

Remarks of the supervisor on the work done by the candidate on Topic.

Fees paid vide receipt No ..... Date .....

Date: ..... .....

Place : .....

(signature of head of institution where the

Candidate was registered for Ph.D.degree)

Signature of the Supervisor

Address: .....

Date: .....

.....

Place: .....

.....

## Appendix – 5

## FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D thesis entitled .....

.....

..... Submitted by Shri/Smt./Ku. ....

is forwarded to the university in six copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name ..... Seal .....

Date: .....

Place: .....

(Signature of Head of institution where the

Candidate was registered for Ph.D. degree)

Signature of the Supervisor Date:

Date: .....

Address .....

Place: .....

.....

## Appendix-6

## EXAMINERS REPORTS ON Ph.D. THESIS

Title of thesis .....

Name of candidate Shri/Smt./Ku. ....

Subject: ..... Faculty .....

1. Thesis is recommended for them ..... Award of Ph.D. degree. Yes/ No

2. The thesis be revised on the Lines Detailed .....

below .....

3. The thesis be rejected (Please write Yes/No, as the case may be)

Thesis requiring only minor revisions should also be covered in the category and suitable remarks detailing minor revisions required, is/are to be enumerated. Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated.

## DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

(a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

Date : .....

(Signature of the Examiner)

Place : .....

Full Name &amp; Address .....

.....

## Appendix-7

## PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE

This is to certify that vide notification no. ....

Dated ..... of this university, the Board of Management has decided that the degree of Ph.D. in

(Subject) be awarded to .....

.....

.....

The title of Ph.D. thesis is .....

.....

.....

The title of Ph.D. thesis The Ph.D. degree has been awarded in compliance of the "University Grants Commission minimum Standards and procedure for award of M.Phil/ Ph.D. degree) Regulation, 2009"

Registrar

Date: .....

**ORDINANCE No. 13, of 2016****BACHELOR OF ENGINEERING (B.E) 4 YEAR DEGREE COURSE**

This ordinance shall be applicable to candidate admitted for Bachelor of Engineering (B.E.) degree

1.0 The first degree in Engineering of four-year (eight semesters) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF ENGINEERING, in respective Branch.

1.1 This degree of Bachelor of Engineering (hereinafter called B.E) shall include the branches of Aeronautical, Architecture, Rural Technology, Civil, Mechanical, Electrical & electronics, Electronics & Communication, Electronics & Instrumentation, Information Technology, Computer Science and Engineering, Information Technology, Automobile, Chemical, Metallurgical, mining, Textile, Production engineering, fire technology & safety engineering, Instrumentation & Control, Electrical Engineering, Bio-Medical, Biotechnology & Industrial Engg. & Management, Nano-technology, Agricultural Engineering and more degrees Programme can also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms & Regulation of AICTE.

**2.0 ADMISSIONS**

2.1 Minimum qualification for admission to the first year B.E. shall be the Qualifying Higher Secondary School Certificate Examination(10+2) Scheme with Physics, Chemistry & Mathematics securing minimum 45% marks (5% will be relaxed for SC/ST other categories) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University.

2.2 Candidate who has qualified the Diploma course in related branch of Engineering from M.P. Board of Technical Education, Bhopal or Equivalent shall also be eligible for admission to third semester of B.E Course.

2.3 Minimum qualification for direct admission to second year Bachelor of Engineering Course termed as lateral Entry. Shall be as per the prevalent norms of Government of Madhya Pradesh.

- 2.4 Non- resident Indian (N R I) candidates shall also be eligible for Admission to B.E. in accordance with directives of the Government Of Madhya Pradesh, provided they Satisfy the criterion of clause.
- 2.5 The admissions to B.E. course shall be governed by the rules of the Technical education and training department government of Madhya Pradesh Bhopal and/ or any other competent authority of the state Government of Madhya Pradesh.
- 2.6 Admission under this course will be made as follows:-
- I. In general the admission to B.E. Course shall be governed by the rules by D.T.E. or any other competent authority of three state of Madhya Pradesh.
  - II. The University may also conduct its own Entrance Examination for admission to its Engineering courses.
  - III. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 2.7 Admission process as framed by the University shall be applicable for all admission from time to time.
- 2.8 The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute 28.

### **3.0 EXAMINATION – PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

As per Ordinance No. 5

### **4.0 DURATION OF COURSE**

- 4.1 One hour of conduct in Lecture (L)/Tutorial (T)/Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualification year/ semester has not been declared. However, subsequently if he/she is



not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

- 4.3 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted to student by vice- Chancellor which should be not more than one year on satisfactory reasons.

## 5.0 MERIT LIST

Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

## 6.0 ATTENDENCE

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and vice-Chancellor of the University, respectively for satisfactory reasons.

## 7.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 7.1.1 The medium of instruction and examination shall be English throughout the course of study.

- 7.1.2 The subjects to be studied in different semester of Bachelor of Engineering include lab work, practical, Plant training; project etc. shall be as per the schemes, approved by Board of studies of the University on The basis of AICTE norms.

- 8.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

- 9.0 The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 14, of 2016****BACHELOR OF PHARMACY (4 YEAR DEGREE COURSE)**

This ordinance shall be applicable to candidate admitted for Bachelor of Pharmacy (B.Pharm.) degree and shall be governed by rules & guidelines of pharmacy council of India.

**1.0** The first degree in Pharmacy of four-year (Eight semesters) course, here in after called 4-YDC, shall be designated as Bachelor of Pharmacy (B.Pharm.) degree

**2.0 ADMISSION**

**2.1** Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics / Biotechnology / Biology / Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together.

**2.2** The minimum qualification for admission to the first year B.Pharm. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics/ Biology securing minimum 45% marks ( 5% will be relaxed for SC/ ST/ other categories) conducted by M.P. Board of secondary Education or an equivalent examination from a recognized Board/ University.

**2.3** Minimum qualification for direct admission to second year of B.Pharm. shall be 45% marks in Diploma in Pharmacy from any institution approved by the Pharmacy Council of India (PCI) and as per prevalent norms of government of Madhya Pradesh. Justification- B.Sc. student cannot admit directly into B.Pharm. II year.

**2.4** Non-Resident Indian (NRI) candidates shall also be eligible for admission to B.Pharm. in accordance with directives to the Government of Madhya Pradesh, provided by the satisfy the criterion of clause 2.1.

**2.5** The admission to Pharmacy course shall be governed by the rules of the Technical Education and Training Department, Government of Madhya Pradesh, Bhopal and/ or any other competent authority of State government of Madhya Pradesh.

**2.6** The admission procedure will be as per decision of Board of Management of University.

**2.7** The fees of the course shall be decided by board management & under of seats will be as per statute 28.

**3.0 EXAMINATIONS-PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES DIVISION AND CONDONATION OF DEFICIENCIES.**

As per Ordinance No 5.

#### **4.0 DURATION OF COURSE**

- 4.1 There shall be at least fourteen weeks of teaching in every semester.
- 4.2 One hour of conduct in Lecture (L)/ Tutorial (T) / and at least 3 hours of Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he / she is not able to clear qualifying semester examination, the Candidate cannot claim any right on the, basis of his/ her provisional admission.
- 4.4 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted by Vice Chancellor which should be not more than one year on satisfactory reasons.

#### **5.0 EDUCATIONAL TOUR, PROJET WORK AND PROFESSIONAL TRAINING**

##### **5.1 EDUCATIONAL STUDY TOUR**

For B.Pharm VI semester students an educational study tour to visit important manufacturing organization is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in –charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded "Grade point-F" however there shall not be any restriction of minimum pass grade in the Educational Tour.

##### **5.2 PROJECT WORK**

For B.Pharm VII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of pharmaceutical Science. The project shall be made under the supervision and guidance of faculty members(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervision and one external examiner.

##### **5.3 PROFESSIONAL TRAINING**

- 5.3.1 After examination of 7th semester a professional training in Industry / Hospitals/ pharmacy/ community/ pharmacy/ R&D of four weeks is mandatory for all

students. The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization ne/she underwent his/her on training.

**5.3.2** The viva-voce examination based on the industrial training shall be carried out by board of examiners consisting of:

I. Head/Principal of the institute Chairman

ii. The external examiner Member

iii. The internal examiner Member

The marks shall be awarded by the board of Examiners.

## **6.0 MERIT LIST**

Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Pharm. Degree, On the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing, at least first division and passing all semesters in single attempts.

## **7.0 ATTENDANCE**

As per Ordinance 11 of clause 6.

## **8.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

**8.1** The medium of instruction and examination shall be English throughout the course of study.

**8.2** The subject to be studied in different semester of bachelor of Pharmacy shall be as per the schemes, approved by board of studies of P.K. UNIVERSITY

**9.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice –Chancellor shall be final.

**10.0** The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

***ORDINANCE No. 15, of 2016*****MASTER OF ENGINEERING / ARCHITECTURE (ME/M.Arch.) 2 YEAR PG COURSE**

This ordinance framed in accordance with the norms/ guidelines /rules of AICTE/ Architect Council shall be applicable to candidate admitted for Master of Engineering /Master of Architecture (ME/M.Arch.).

1. This ordinance shall be applicable to candidate admitted for Master degree courses in Engineering and architecture.
2. The Post Graduate course in Engineering /technology leading to the Degree of Master of Engineering/ Technology / Architecture (ME /M.Arch.) of the university. The course will be in the following subject.

Mechanical Engineering, Automobile Engineering, Civil Engineering, Electrical Engineering , Computer science , Information Technology, Thermal Engineering , Microwave Engineering ,software Engineering, Very large Scale Integrated System Engineering (VLSI), Digital Electronics and advanced communication , electronics Engineering, Instrumentation Engineering , System Management Engineering, energy Management Engineering ,future Studies & planning engineering , Power System Engineering ,Bio Informatics Engineering ,Network Management & Information System ,Information System ,Information architecture &software Engineering , Bio – Technology Engineering ,Astronomy and space ,Environment Engineering , Industrial Pollution and control Engineering, Master of Architecture , Printing and Media Engineering, Production Engineering, Irrigation Engineering ,Transport Engineering ,Structural Engineering , chemical Engineering, Agricultural Engg. CTM, CTA

The courses shall be offered as per AICTE norms.

The above courses shall be divided into four semesters in the case of full time candidate and six semesters in case of part time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave / examination / industrial training etc.

## 2 Admissions

Every applicant admission to ME//M.ARCH in 1<sup>st</sup> semester

- (i) Shall have passed B.E/ B.Tech / B.arch. or equivalent examinations approved by the AICTE in appropriate branch with at least 50% marks in the aggregate at the final year examination or any other qualification as recommended by AICTE for a particular course. Candidate belonging to SC/ST/ other categories will get a relaxation of 5% in the qualifying marks as mentioned above.
  - (ii) Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score for full time course.
  - (iii) Applicants possessing the M.Sc. ( Math's / physics/ Electronics / Computer Science / Information Technology )/ MCA [for M.E] in computer Science/ Computer Technology / Information Technology ]degree
  - (iv) All full time & part time sponsored candidates must have at least two years experience in the relevant field after passing the qualifying examination. However the Vice Chancellor can relax the experience in the case of sponsoring candidates.
- (V) Admission under these courses will be made as follows:
- (a) The university will issues admission notification in news papers, on the University's website, notice board of the University and in order publicity media before the start of academic year.

- (b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University /University's website / or the student will be informed directly of three admission.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet / school / collage certificate s as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within month of the due date of admission otherwise the provisional admission granted to him will be cancelled.
- (d) The applicant form may be rejected due to any of the following reasons:-
- ⇒ The candidates do not fulfill the eligibility conditions.
  - ⇒ The prescribed fees are not enclosed.
  - ⇒ The application form is not signed by the candidate as his /her parent guardian, wherever required
  - ⇒ Supporting documents for admission are not enclosed.
- (e) Enrollment /registration number will be assigned to the student any the university after verification & submission of all the necessary document/fees.
- (f) Admission rules as framed by the university following the policy of the state Govt. / AICTE shall be applicable for all admission from time to time.
- (g) Number of seats & fee shall be governed by the provision of the statute no. 28.

### **3. EXAMINATIONS-PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEEFICIENCIES**

As per Ordinance No.5

4. No candidate shall be permitted to carry out a major project preferably in an industry or a professional R & D organization and to submit thesis unless he/she has passed all the preceding semester.
5. The attendance of regular students as per Ordinance 13 of clause 6 of the university.
6. The Fourth semester in the case of full time candidates and sixth semester in the case of part time candidates is the major project semester. During this semester the candidate shall devote himself for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to him by the head of the department concerned in the collage. At the end of the semester the candidate shall submit here typed print copies of the major project report written by him, to the university through the director /principal of the collage, accompanied by the certificate from the head of the department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.
7. The maximum duration of the course shall be five years in the case of full time candidates and seven years in the case of part time candidates however one mercy attempts can be grant to candidates by the Vice- Chancellor which should be not more than one year on satisfactory reasons.
8. In the notification declaring the result of the final semester examination for the degree of M.E / M.Arch, the names of the first five candidates in order of merit in each post graduate course shall be notified by the university separately for full time and part time courses.



## 9. MEDIUM OF INSTRUCTION AND EXAMINATION

- 9.1 The medium of instruction and examination shall be English throughout the course of the study.
- 9.2 The subject to be studies in different semester of post. Graduate Course of Engineering/ technology / Architecture shall be as the schemes, approval by the board of studies of the University.
10. Not without understanding anything sated in this ordinance, for any unforeseen issues arising , and not covered by this ordinance , or in the event of differences of interpretation , the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion / advice of a committee consisting of any or all the directors of the schools. The decision of the Vice-Chancellor shall be final.
11. The Reservation to SC/ST/ other category candidates shall be applicable as per the norms of the state government of Madhya Pradesh

**ORDINANCE No. 16, of 2016****MASTER OF COMPUTER APPLICATION (MCA)****3 Year full time post Graduate course**

1.0 This ordinance framed as per rules / regulation / guidelines laid down by AICTE/UGC shall be applicable to the candidates admitted to Master of Computer Applications (MCA) course.

2.0 This ordinance shall be applicable to the candidates admitted in Three Year Master of Computer Applications course abbreviated as MCA

**3.0 ADMISSIONS**

3.1 A candidate seeking admission to M.C.A courses should be graduated from any Indian university or institute recognized by the university grants commission, New Delhi, as equivalent there to. The graduation should be with three year of regular study after passing senior secondary Examination (10+2) or its equivalent securing minimum 50% marks (5% will be relaxed for ST/SC/other categories) of an approved board with mathematics as compulsory subject at either (10+2) or Graduation level.

3.2 Non –Resident Indian (NRI) candidates shall also be eligible for admission to M.C.A in accordance with directives of the government of Madhya Pradesh Bhopal provided they satisfy the criterion of clause 2.1 above.

3.3 The admission to M.C.A courses shall be governed by the rules of the Technical Education and skill. Development by the state government of Madhya Pradesh for this purpose.

3.4 Admission under these course will be made as follows:

- (a) The University will issue admission notification in newspapers, on the university's website, notice board of the university and in other publicity media before the start of every cycle.

- (b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the university's university website / or the student will also be informed directly of their admission after the last due date of application.
- (c) The candidate whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet school/ college certificates as proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.
- (d) The application form may be rejected due to any the following reasons :-
  - ⇒ The candidates do not fulfill the eligibility conditions.
  - ⇒ The prescribe fees is not paid.
  - ⇒ The application form is not signed by the candidates and his / her parent guardian, wherever required.
  - ⇒ Supporting documents for admission are not enclosed.
- (e) Enrollment / registration number will be assigned to the student by the university shall all be applicable for all admission from time to time.

**3.5** fees for the courses shall be as per decision of board management of university and the number of seats as per statute 28

### **3.0 EXAMINATIONS- PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICINCIES**

As per Ordinance No.5

#### **4.0 RE- ADMISSION**

- 4.1** Candidates who have discontinued the course during any semester may, on the recommendation of the Director / Principal of the college to take re-admission to the course at the beginning of the semester concerned in a subsequent Year, provided that the duration of course for such readmitted candidate shall be counted from the due date of his/ her first admission.

## **5.0 DURATION OF THE COURSE**

- 5.1** One hour of the conduct lecture (L) / tutorial (T) / practical (P) per work shall be equal to one credit as allotted in the respective schemes.
- 5.2** The maximum duration of the course shall be six years. However for one mercy attempts can be given by the Vice-Chancellor of the university on reasonable ground.

## **6.0 MERIT LISTS**

- 6.1** Merit list of first 10 candidates in the order of merit shall be declared by the university at the end of the sixth semester on the basis of the integrated performance of all the semesters, securing at least first division and passing all semester examinations in single attempts.

## **7.0 ATTENDENCE**

As per Ordinance 11 of clause 6.

## **8.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

- 8.1** The medium of instruction and examination shall be English throughout the course of the study.
- 8.2** The subjects to be studied in the different of M.C.A. of 3 years course shall be as per the schemes approved by the board of studies of the university.

**9.0** not without understanding anything stated in this Ordinance , for any unforeseen issues arising , and not covered by this Ordinance , or in the event of differences of interpretation , the Vice-chancellor may take a decision after obtaining, if necessary , the opinion / advice of a committee consisting of any or all the directors of the schools. The decision of the Vice-Chancellor shall be final.

- 10.0** The reservation to SC/ ST / other category candidates shall be applicable as per the norms of the state Government of Madhya Pradesh.

**ORDINANCE No. 17, of 2016****MASTER OF PHARMACY (2 YEAR POST GRADUATE DEGREE COURSE)**

This ordinance is framed as per the norms / guidelines / rules laid down by AICTE/PCI shall be applicable to candidate admitted for two year master of pharmacy degree course.

**1.0** The post graduate degree in pharmacy of two year duration shall be designated as M.Pharm.

**2.0 ADMISSION**

**2.1** Every applicant for admission to first semester of M.Pharm. Shall have passed B.Pharm. Or equivalent examination approved by AICTE/PCI with at least 50% marks in aggregate. Candidates belonging to SC/ST/other categories will get 5% relaxation in qualifying marks.

**2.2** Applicants possessing valid GPAT score is given preference over to those candidates who do not possess GPAT score.

**2.3** For sponsored candidates the minimum qualification shall be B.Pharm. With 50% marks and at least two years of experience for sponsored candidates.

**2.4** The admissions to M.Pharm. Course shall be governed by the rules of the technical Education department of govt. Of Madhya Pradesh, Bhopal and / or any other competent authorized by the state government of India for this purpose.

**2.5** The admission procedure & fees shall be as per decision of board of management of the university & number of seats shall be as per statute 28.

### 3.0 EXAMINTIONS – PROMOTION TO HIGHER SEMSETER AWARD OF CREADITS AND GRADES, DIVISION ABD CONDONATION OF DEFICIENCIES

As per ordinance No.5

4.0 The third and fourth semester is for project work. During this semester the candidate shall devote him / her for the research work, in connection with any of the aspects of pharmaceutical science and assigned to him / her by the head of the department concerned in the respective college. At the end of the third semester the candidate shall submit the synopsis of his / her allotted research proposed and will appear in the Viva- voce examination. Prior to submission of dissertation, candidates shall present shall submit three typed or printed copies of the dissertation work written by him /her to the university through the director / principal of the college. The dissertation should be. Accompanied by the certificate from the head of the department and the project supervisor to the effect that it embodies actual work by the candidates and that the work has not been submitted earlier in part or full for the award of any other degree.

### 5.0 READMISSION

5.1 A candidate who has discontinued the course any semester may, on the recommendation of the director / principal of the college, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his / her first admission.

### 6.0 DURATION OF COURSE

6.1 One hour of conduct in lecture (L)/tutorial (T) and six hours conduct in practical (p) per week shall be equal to one credit as allotted in the respective schemes.

6.2 The maximum duration of the course shall be five years. However, for one mercy attempt can be granted to the student by the vice chancellor which should be not more than one year on satisfactory reason.

## **7.0 MERIT LIST**

7.1 In the notification declaring the results of the final semester examination for the degree of M.Pharm the names of the first five candidates in order of merit shall be notified by the university, securing at least first division and passing all semester examination in single attempt.

## **8.0 ATTENDANCE**

As per Ordinance 11 of clause 6

## **9.0 MEDIUM OF INSTRUCTION AND EXAMINATION :**

9.1 The medium of instruction and examination shall be English throughout the course of study.

9.2 The study to be studies in different semester of M.Pharm shall be as per schemes approved by board of studies of the university

10.0 Notwithstanding anything stated in this ordinance , for any unforeseen issues arising, and not covered by this ordinance , or in the event of difference of interpretation , the vice-chancellor may take a decision after obtaining , if necessary , the opinion / advice of a committee consisting of any or all the directors of the schools. The decision of the vice-chancellor shall be final.

11.0 The reservation to SC/ST/other category candidates shall be applicable as per the norms of the state government of Madhya Pradesh.

**ORDINANCE No. 18, of 2016****MASTER OF BUSINESS ADMINISTRATION (M.B.A)****(TWO/ THREE YEARS FT/PT COURSE)**

This ordinance framed as per rules / regulation / guidelines laid down by AICTE/UGC shall be applicable to the candidates admitted to master of business administration (M.B.A) course.

**1.0 ADMISSION**

1-Only such candidates of any faculty of a statutory university who have secured at least 50% marks in the degree examination or 50% marks at the post-graduate examination shall be eligible to apply for admission top M.B.A. (Full – time) course. The nature, scope and other necessary details of the admission test and the results of admission shall be such as may be decided and notified by the university from time to time. The admission shall be as per statute 28. Number of seats reservation and relaxations for SC, ST and other candidates will be as per M.P. government admissions rules.

A candidates seeking demission to three year part – time M.B.A programmed should be a graduate / post graduate in any discipline with at least second division/ marks from this university or any other statutory university. He / she should also have a minimum of two year's full time experience after graduation in executive position.

**2.0 SEMESTER EXAMITNION**

As per Ordinance 5 of the university

**3.0 Fees shall be as per statute no.28.**



#### 4.0 SCHEME OF EVALUATION

The scheme of evolution external & internal assessment shall be as per decision of board of management on the recommendation of board of studies

#### 5.0 MINIMUM PERCENTAGE OF MARKS TO PASS:

The minimum % of marks to pass the examination in each semester shall be 40% in each written paper and internal assessment separately 50% in the aggregate of each semester examination.

#### 6.0 PRACTIAL TRAINING

- (a) Every full-time student of M.B.A programmed shall be required to undergo practical training for six to ten weeks, preferably during summer vacation, in a rogation and in the area approved by the head of institute.
- (b) A full- time student will write a report based on his/ her training & industrial visits organized by the institute from time to time.
- (c) A part- time students will submit a brief report/ project report based on the area of his / her specialization, preferably in the candidate own organization.
- (d) All such report shall be certified by the concerned rogation and the head of the department of PK UNIVERSITY institute. Such reports should be submitted in duplicate will be forwarded for evolution.
- (e) The report shall be evaluated by examiner approved by the viva-chancellor from the panel of examiners submitted by the institute / examination committee, for the purpose.

#### 7.0 COMPREHENSIVE VIVA-VOCE

There will be a comprehensive viva-voce at the end of the second semester (for full-time

programmed)/ third semester (for part time programmed) to assess the students programs in core subjects and other functional areas.

The second compressive viva-voce will held at the institute of the fourth (full-time programmed /sixth semester) (part-time programmed) semester to assess the students overall performance, on conclusion to the programmed in general and to build confidence in them.

Total marks allocated to this 'HEAD' shall be divided equally between the above two.

The aforesaid comprehensive viva-voce shall be conducted by the institute with the help of examiners approved by the vice-chancellor from the panel of examiners submitted by the institute, for the purpose.

The marks & awarded to the students shall be on the record of the institute and shall be forwarded to the register of examination, for incorporation in the final result of the student.

#### **8.0 RE-APPEAR CLAUSE**

As per decided by the board of management on the recommendation of board of studies

#### **9.0 AWARD OF DIVISION**

No division shall be awarded in semester examination. Successful candidates in all four/six semester examinations well be classified on the basis of combined result of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and semester for full-time and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester for part-time respectively as follows:

Candidates securing's 60% and above marks will be placed in second division.

**10.0** The details of courses for two year M.B.A. degree will be decided by the board of management on the recommendation of board of studies & Academic council.

**11.0** The other rules regarding attendance, examination, merit list etc will be as per Ordinance of the university from time to time for this purpose.

- 12.0** Not with understanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance , or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.
- 13.0** The reservation to SC/ST/other category candidates shall be applicable as per the norms of the state of Madhya Pradesh.

**ORDINANCE No. 19, of 2016****DIPLOMA IN PHARMACY (D. Pharm) 2 YEAR DIPLOMA COURSE**  
**AS PER RULE 91 OF PHARMACY COUNCIL OF INDIA**

1. **ELIGIBILITY FOR ADMISSION-** No candidates shall be admitted to diploma in pharmacy unless he/ she had passed examination of 10+2 in science stream with. Securing 35% marks.  
(a) Pre-degree examination any other qualification approved by the pharmacy council of India as equivalent to any of the above exam.
2. **DURATION OF THE COURSE-** with each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months. The duration of the courses shall be for two academic years,
3. **ADMISSION OF CANDIDATES –** The diploma in pharmacy part-I shall be made in order of merit on previous qualify exam or by 'pre-pharmacy test' conducted in accordance with the scheme of examinations and syllabus laid-down by the university.
4. **FEES**  
As per statute no.26
5. **COURSE OF STUDY**  
The course study shall be as per decision of board of. Management on the recommendation of board of studies as per norms of pharmacy council of India.  
After having appeared in part-II examination of diploma in pharmacy conducted

6. **PRACTICAL TRAINING:** Board / university or other examination body or any other course accepted as being by the pharmacy council of India, a candidate shall be eligible to undergo practical training in one or more the following institutions namely:

Hospital / dispensaries run by central state government /Municipal corporations / central government health scheme and employee's state insurance scheme. A pharmacy, chemist and druggist licensed under the drugs and cosmetics rules of state/ govt. Of India

7. **MODE OF EXAMINATIONS:**

- (a) Each theory and practical examination in the subject mentioned shall be of three hours duration. A candidate who fails in theory or practical examination shall reappear in such theory or practical paper(s) as the case may be. Practical examination shall also consist of viva (oral) examination.

- (b) Award of sessional marks and maintenance of records. A regular record of both theory and practical class work and examination conducted in an institution imparting training for diploma in pharmacy part-I and diploma in pharmacy part-II courses, shall be maintained for each student in the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as sessional.

There shall be at least three periodic sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of calculating sessional marks.

The sectionals marks in the practical shall be allotted on the following basis:

Actual performance in the sessional examination 10

Day to day assessment in the practical class work 10

- (c) Minimum marks for passing the examination: a student shall not be declared to have passed diploma in pharmacy examination unless he/she secures at least 40% marks in each of the subject separately in theory examination, including sessional marks and at least 40% marks in each of the practical examination including sessional marks. The candidates securing 60% marks or above in aggregate in all subject in a single attempt at the diploma in pharmacy ( part –I) or diploma in pharmacy (part-II) examination shall be declared to have passed in the first class the diploma in pharmacy (part-I) of diploma in pharmacy (part-II) examination, as the case may be. Candidates securing 75% marks or above in any subject or subjects provided he /she passes in all subjects in single attempts, will be given distinction in that subjects(s).
- (d) Eligibility for promotion to diploma in pharmacy (part. II): All candidates who have appeared for all the subjects and passed the diploma in pharmacy part-I class. However failure in more than two subjects (each Theory paper or practical examination shall be considered as a subject) shall debar him/her from promotion to the diploma in pharmacy part-II class. Such candidates shall be examined in the failing subjects only at subsequent. A candidates who fails to pass D. Pharm part-I exam, in four attempts shall not allowed to continue the course.
- (e) Improvement of sessional marks: candidates who wish to improve sessional marks can do so by appearing in two additional sessional during the next year academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day .

assessment in the practical class, cannot be improved unless he/she attends regular course of study again.

- (f) Certificate of passing examination for diploma in pharmacy (part-II): certificate of having passes the examination for the diploma in pharmacy part-II shall be granted by the examining Authority to a successful student.
- (g) Certificate of diploma in pharmacy: A certificate of diploma in pharmacy shall be granted by the examining Authority to successful candidate on producing certificate of having passed the diploma in pharmacy part-I and part-II and satisfactory completion of practical training for the diploma in pharmacy (part-III).
- (h) The chairman and at least one expert member of examining committee of the examining Authority concerned with appointment of examiner and conduct, of pharmacy examination should be persons possessing pharmacy Qualifications.

#### **8 REGARDING EXAMINATION ATTENDANCE,**

As per Ordinance No.5 of the university for this purpose.

Not with understanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event differences of interpretation, the Vice-chancellor may take a decision after obtaining, if necessary, the opinion /advice of a committee consisting of any or all the directors of the schools. The decision of the Vice-Chancellor shall be final.

- 9 The reservation to SC/ST/other category candidates shall be applicable as per the norms of the state government of the Madhya Pradesh.

**ORDINANCE No. 20, of 2016****DIPLOMA IN ENGINEERING (3 YEARS DIPLOMA COURSE)**

This ordinance framed as per rules / regulation / guidelines laid down by AICTE.

**1.0 THREE YEARS DIPLOMA PROGRAMS**

Here after referred as Diploma in disciplines of Engineering/Technology or Vocation/ Occupation based disciplines of three-year (six-semester) duration, herein after called 3-YDP, shall be designated as DIPLOMA in respective Branch. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

1.1 This Diploma shall include the branches of Applied Videography, Architecture, Cement Technology, Computer Science and Engineering, Costume Design and Dress making, Electronics (Y-Scheme), Electronics & Telecommunication Engg., Food Technology, Garment Technology, Instrumentation / Engg., Interior Decoration and Design, Information Technology, Metallurgy, Mining and Mine Surveying, Modern Office Management, Opto-Electronics, Production Engg., Textile Design.

1.1 (a) This Diploma shall include the branches of Automobile Engineering, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Information Technology, Construction Technology and Management, Electrical Engineering, Electronics & Telecommunication Engg., Mechanical Engineering, Refinery and Petro, Chemical Engineering, Plastic Technology, Printing Technology, Refrigeration and Air Conditioning Engineering, Textile, Technology Ophthalmic Technology, Architectural Assistantship, Architecture and Interior Design, Electronics and Instrumentation, Textile Engineering, Agricultural Engineering.



- (b) This Diploma shall include the branches of computer' hardware and maintenance, electrical and electronics engineering, electronics

1.2 The studies and examinations of these Diploma programmes shall be on the basis of semester system.

## **2.0 RULES FOR ADMISSIONS**

2.1 For admission to the first semester of the following Diploma programme, the minimum qualification shall be the passing of 10th std/ SSC examination scheme with Science (Physics and Chemistry) and Mathematics as main subjects conducted by MP. Board of Secondary Education or an equivalent examination from a recognized Board/University, at least 35% marks at the qualifying examination.

2.2 The minimum qualification for admission to the first semester of the following Diploma programmes :

Automobile Engineering Cement Technology, Construction Technology and Management food Technology, Garment Technology, Instrumentation Engg., Metallurgy, Mining and Mine Surveying, Opto-Electronics, Production Engg., Textile Design. Refinery and Petro Chemicals Engineering, Plastic Technology, Printing Technology, Refrigeration and Air Conditioning Engineering, Textile Technology, Ophthalmic Technology, Architectural Assistantship, Architecture and Interior design, shall be the passing of 10th class or higher under (10+2) Education scheme with Science (Physics and Chemistry) and Mathematics and by obtaining minimum 35% marks collectively in that, conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University.

Candidates for above programmes shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in Science (Physics and

Chemistry) and Mathematics in qualifying examination. Norms of statutory bodies will be applicable for SC/ST /Other category.

Women candidates are not eligible for admission to Mining and Mine Surveying Programme. Candidate seeking admission to Mining and Mine Surveying Programme should not be below the age of 16 years (for admission in Polytechnics of MP) on 1st January that year in which admission is sought. Candidates, who are not physically fit to work as per the standards of working in Mines, will not be eligible for admission. Candidates will be eligible for admission only after producing the required Medical certificate as per the standards of working in Mines.

2.3 The minimum qualification for admission to the first semester of the following Diploma programmes:

Costume Design & Dress Making, Interior Decoration & Design shall be the passing of 10th class or higher examination under (10+2) education scheme conducted. by M.P. Board of Secondary Education or an equivalent Examination from recognized Board/ university. Candidates for above programmes shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in qualifying examination.

2.4 The minimum qualification for admission to the first semester of the following Diploma programmes:

#### **APPLIED VIDEOGRAPHY, ARCHITECTURE**

Candidate shall have passed 12th class examination under (10+2) education scheme with Physics, Chemistry and Mathematics subjects obtaining minimum 50% marks collectively in that, conducted by M.P.Board of Secondary Education or an equivalent examination from a recognized Board/ University. Candidates for above programmes

shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in Physics, Chemistry and Mathematics in qualifying examination. SC/ST and OBC candidates are not required to obtain minimum 60% marks.

2.5 The minimum qualification for admission to the first semester of the following Diploma programmes:

#### **MODERN OFFICE MANAGEMENT**

Shall be the passing of 12th class examination under (10+2) education scheme with any subject group conducted by M.P. Board of Secondary Education or an equivalent from a Recognized Board/ University. Candidates for above programmes shall be admitted to the Colleges Institutions by Merit based on the percentage of total marks obtained in theory papers of qualifying examination.

In general, the rules framed by respective statutory bodies enforced from time-to-time or any other competent authority of the respective State Government shall govern admissions/ Re admission, to all Diploma programmers' in Polytechnics and other institutions.

2.6 No credit / relaxation or exemption in courses or duration shall be granted to candidates for pursuing Diploma programme of the University on the basis of their already possessing a Diploma in engineering/technology or any other discipline.

2.7 The head of college/ institutions shall send a complete list of all students admitted to various semesters of different programmers for the session as per academic calendar.

#### **2.8 Lateral Entry:**

Admission in 3<sup>rd</sup> Semester / 2<sup>nd</sup> Year by Lateral Entry School have passed 10+2(PCM) or 10<sup>th</sup> class with 2 years ITI course in particular Trade.

### **3.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMMED**

3.1 There shall be normally 90 days of teaching in every semester.

3.2 A candidate may provisionally continue his/ her studies in higher semester's class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.

3.3 The maximum duration for passing all the courses (theory, practical and Industrial Training etc.) of the programme shall be SIX years for 3 years Diploma Programmers, no separate time will be given to students for medical or any reason,— whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Names of those candidates, who are unable to clear their Diploma programme in the stipulated period, will be struck off from the roll list of the college and enrolment of the University.

3.4 If such a candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

### **4.0 RULES FOR EXAMINATIONS**

4.1 There shall be University Examination at the end of each semester.

4.2 These Examinations common to all branches, shall be named as follows:

(a) FIRST YEAR

First Semester Diploma Exam. (Branch wise)

- Second Semester Diploma Exam. (Branch wise)

(b) SECOND YEAR

- Third semester Diploma Exam. (Branch wise)
- Fourth semester Diploma Exam. (Branch wise)

(c) THIRD YEAR

- Fifth semester Diploma Exam. (Branch wise)
- Sixth semester Diploma Exam. (Branch wise)

4.3 The examinations of First semester (I), Third semester (III) and Fifth semester (V) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II) Fourth semester (IV) and Sixth semester (VI) called even semesters, shall generally be held in the months of May—June, the dates of which shall be notified to all the concerned Colleges/Institutions.

## 5.0 ELIGIBILITY FOR APPEARING IN THE EXAMINATION

5.1 A candidate who has filled up the examination form and deposited the required amount of examination fees will be eligible to appear in the EXAMINATION, provided he/she has completed the required 75% of attendance in each theory and practical subject and also completed the prescribed seasonal work i.e. TERM WORK (if any) and LAB WORK (if any) as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB WORK.

5.2 A candidate who has filled up the examination form and deposited the required amount of examination fees but has not complete the required 75% of attendance in each theory and practical subject will be detained from appearing in the semester EXAMINATION and similarly if the candidate has not completed the sessional work i.e., TERM and LAB WORK (if any), will also be detained from appearing in the

semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/ practical regularly and has secured a minimum of 60% marks in each and laboratory work.

The seasonal work (Term work / lab work, if any) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.

5.3 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 5.1 but could not appear in the semester EXAMINATION. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination shall not be adjusted/ refunded.

5.4 A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and/ or detained due to lack of prescribed attendance or submission of seasonal as prescribed in Clause 5.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seats earmarked for the repeater candidate, if available.

5.5 In case of change in curriculum of a Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised curriculum however University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

**6.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS.**

6.1 A candidate who has appeared in First Semester Examination will be promoted to the Second semester irrespective of the number of Courses (subjects) cleared by him/her.

6.2 A candidate who has appeared in Second Semester examination will not be promoted to the third semester unless he/she clears all the theory papers and practical of first and second semester except eight subjects (irrespective of theory or practical) of first and second semester taken together. Theory and practical subject will be treated as separate subjects.

6.3 A candidate who has appeared in Third semester will be promoted from Third semester to Fourth semester irrespective of the number of courses (subjects) cleared by him/her.

6.4 A candidate who has appeared in Fourth semester examination will not be promoted to the Fifth semester unless he/she clears all the theory papers and practical of first to fourth semester except eight subjects (irrespective of theory or practical) of first to fourth semesters taken together. Theory and practical subject will be treated as separate subjects.

6.5 A candidate who has appeared in Fifth semester examination will be promoted to the Sixth semester irrespective of the number of courses (subjects) cleared by him/her.

**7.0 RULES FOR PASSING EXAMINATIONS****7.1 BASIS OF MARKS**

7.1.1 The basis of marks obtained in each semester examination shall be the scheme of examination of courses for individual semesters as prescribed by respective Board of Studies and duly approved by Academic Council of University.

7.1.2 For the evaluation of End of the Semester exam in Practical, ~~only~~ external

examiner shall always be there from outside the College/Institution and one internal examiner from the College/ Institution.

7.1.3 In the schemes of Diploma programmes, where flexibility has been provided to students for selection of courses, once a student in a particular group of electives has made the choice of elective" course, it cannot be changed for future study/examination.

## **8.0 RULES FOR PASS**

8.1 To pass the examination a candidate has to obtain a minimum of 60% marks in each seasonal work i.e. term work, class work and lab work. 33% marks in each theory paper, a minimum of 40% marks in each practical course.

8.2 There will be no minimum pass marks for the progressive assessment tests.

8.3 A candidate who has appeared in the sixth semester examination will be

(a) Declared passed, provided he/she has passed all the courses (subjects) of I to VI Semesters examinations.

(b) Declared failed if he/ she has failed in any number of courses (subjects) of sixth semester and/or of the previous semesters and number of failed courses (subjects). The students belonging to this category will be treated as ex— student for future examinations.

8.4. The final result of the candidate, who has appeared in the sixth and final semester examination will be with held if he/she has cleared all the courses (subjects) of sixth semester but has failed to clear any

Course/s (subject/s) of I to V semester examination.

## **9.0 RULES FOR AWARD OF DIVISION AND DIPLOMA**

9.1 The final Division of the respective Diploma Programme will be awarded to the



students on the basis of aggregate marks obtained by him/her in final year. The result of the candidate will be declared on the basis of the marks secured by the candidate in fifth and sixth semesters taken together.

9.2 (a) A candidate securing 75% marks or above in aggregate will be awarded FIRST DIVISION HONOURS.

(b) A candidate securing 65% marks or more in aggregate but less than 75% will be placed in FIRST DIVISION.

(c) A candidate securing 50% marks or more in aggregate but less than 65% marks will be placed in SECOND DIVISION.

(d) Candidates securing less than 50% marks in aggregate but secures the minimum pass marks in each theory, practical subjects and Industrial training will be placed in PASS DIVISION.

9.3 A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental /failed courses (subjects), he/she will also be awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.

9.4 Concerned Polytechnics/Institutions may issue a provisional statement of marks on demand to such students, who have cleared all the courses specified for that programme, till such time the University declares its result or issues original mark sheet of that Programme or College/Institute.

In case any discrepancy in respect of any candidate is noticed regarding his eligibility or otherwise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

## **10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS**

With a view to moderate hard line cases in the examination, the following rules shall be observed:

10.1 Deficiency up to a total of 5 marks is condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers. This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the courses in which candidate has appeared in current examination.

10.2 While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the course (subject) cleared through clause.

10.3 After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

10.4 One grace mark will be awarded to the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

### **11.0 DECLARATION OF MERIT LISTS**

11.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.

11.2 University shall declare the final Branch wise merit list only after the Mein examination of the sixth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing at least First Division and passing all the semester' examinations in single attempts.

### **12.0 RULES FOR ATTENDANCE**

12.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice- Chancellor of the University respectively for satisfactory reasons.

12.2 If a student remains absent from classes, without assigning any reason, he/she will have to pay fine as prescribed by the University.

**13.0 RULES FOR IMPROVEMENT OF DIVISION IN FINAL DIPLOMA**

13.1 If a candidate has passed all the semester examinations in full, he/she be permitted in the that examination for improvement in division provided the candidates makes an application within Two Months from the date of passing/declaration of result of the said programmer. Candidates will be allowed to appear as an ex-student in all the theory examination of final year (5<sup>th</sup> & 6<sup>th</sup> semester) except Industrial training, of the respective Diploma programmer.

13.2 Re-evaluation and Re-totaling is not allowed in the cases of improvement in division.

**14.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME**

Candidates are allowed to enroll for second diploma programmer of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University form time to time.

**15.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 21, of 2016****B.Sc. (NURSING) 4 YEAR DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by the Indian Nursing Council, New Delhi, shall be applicable to the candidates admitted to B.Sc. (NURSING) course.

**1.0 AIMS & OBJECTIVES****1.1 AIMS**

The aims of the undergraduate nursing program are to:

- 1.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing primitive, preventive, curative, and rehabilitative service.
- 1.1.2 Prepare nurse, who can make independent decisions in nursing situations, protect the right of and facilitate individuals and groups in pursuit of health, function in the hospital, community-nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical/public health setting.

**1.2 OBJECTIVES**

On completion of the four year B.Sc Nursing program the graduate will be able to:

- 1.2.1 Apply knowledge from physical, biological and behavioral sciences, medicine including alternative systems and nursing in providing nursing care to individuals, families and communities.
- 1.2.2 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 1.2.3 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 1.2.4 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
- 1.2.5 Utilize the latest trends and technology in providing health care.
- 1.2.6 Provide primitive preventive and restorative health services in line with the national health policies and programmers.
- 1.2.7 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- 1.2.8 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 1.2.9 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 1.2.10 Participate effectively as members of the health team in health care delivery system.
- 1.2.11 Demonstrate leadership and managerial skills in clinical/community health settings.
- 1.2.12 Conduct need based research studies in various settings utilize the research findings to improve the quality of care.
- 1.2.13 Demonstrate awareness, interest, and contribute towards advancement of self and of the profession.

**2.0 COURSE STEUCTURE**

The degree in Nursing of four years course shall be designated as Basic Bachelor of Science in nursing in Short Basic B.Sc. (Nursing)

- 2.1 The duration of B.Sc. (N) course shall extend over a period of four years consisting named below:
- i. Basic B.Sc. (N) First Year
  - ii. Basic B.Sc. (N) Second Year
  - iii. Basic B.Sc. (N) Third Year
  - iv. Basic B.Sc. (N) Fourth Year including internship.

**3.0 ACADEMIC QUALFICATION FOR ADMISSION**

- 3.1 The minimum educational requirement shall be the passing of: Higher Secondary School Certificate Examination (10+2)

OR

Senior School Certificate Examination (10+2), Pre degree Examination (10+2)

OR

An equivalent with 12 years schooling form a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks (PCBE).

**4.0 CRITERIA FOR SELECTION**

- 6.1 The candidate who fulfill the aforesaid academic qualification for admission
- 6.2 The minimum age shall be 17 years completed on or before Dec 31<sup>st</sup> of the year of admission.
- 6.3 The admission in B.Sc. (N) 1<sup>st</sup> year shall be based on the merit in the common entrance test or qualifying examination.
- 6.4 Candidate shall be medically fit.

**5.0 COURSE DURATION**

- 12.1 The duration of B.Sc. (Nursing) course shall be four years including internship.
- 12.2 The duration of each academic year of B.Sc. (Nursing) I,II,III, IV years shall be not less than 10 month.
- 12.3 The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

**6.0 COURSE COMMENCEMENT**

- 6.1 The commencement of B.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year.
- 6.2 Vacation shall be granted maximum eight weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of B.Sc. (N) shall be as per scheme given as in subsequent sequence.

- 7.1 The medium of instruction and examination shall be English throughout the course of the study.

**7.2 SCHEME OF EXAMINATION****B.Sc (N) First Year**

Paper No	Subject Theory	Assessment			Total
		Hours	Int	Externa	
1	Anatomy & Physiology	3	25	75	100
2	Nutrition & Biochemistry	3	25	75	100
3	Nursing Foundation	3	25	75	100
4	Psychology	3	25	75	100
5	Microbiology	3	25	75	100
6	English	3	25	75	100
7	Introduction to Computers	-	25	75	100
Practical N Practical and Viva Voce Nursing Foundations		-	100	100	200

**B.Sc. (N) Second Year**

Paper No.	Subject Theory	Hours	Assessment		Total
			Internal	External	
8	Sociology	3	25	75	100
9	Medical Surgical Nursing (Adult including geriatrics)-I	3	25	75	100
10	Pharmacology,	3	25	75	100
11	Pathology & Genetics Community Health Nursing-I	3	25	75	100
12	Communication and Educational Technology	3	25	75	100
Practical No. Practical and Viva Voce					
2	Medical- surgical Nursing (Adult including geriatrics)-I		100	100	200

B.Sc. (N) Third Year		Subject		Hours	Internal	Assessment		Total
Paper No.	Theory					External		
13	Medical	Surgical		3	25	75		100
	Nursing							
	(Adult	including						
	geriatrics)-II							
14	Child	Health		3	25	75		100
	Nursing							
15	Mental	Health		3	25	75		100
	Nursing							
<b>Practical No.</b>	<b>Practical and Viva Voce</b>							
3	Medical	Surgical			50	50		100
	Nursing							
	(Adult	including						
	geriatrics)-II							
4	Child	Health			50	50		100
	Nursing							
5	Mental	Health			50	50		100
	Nursing							

**B.Sc. (N) Fourt Year**

B.Sc. (N) Fourt Year		Subject		Hours	Internal	Assessment		Total
Paper No.	Theory					External		
16	Midwifery	and		3	25	75		100
	Obstetrical	Nursing						
17	Community	Health		3	25	75		100
	Nursing-II							
18	Nursing Research & Statistics			3	25	75		100
19	Management and Nursing			3	25	75		100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>							
6	Midwifery	and	Obstetrical		50	50		100
	Nursing							
7	Community Health Nursing				50	50		100

**7.3 University Examination**

7.3.1 There shall be one Annual Univesity Examination at the end of each academic year.

7.3.2 There shall be provision for supplementary examination.

7.3.3 The University examination for theory subject shall be out of 75 marks.

7.3.4 The University Examination marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing – I (Practical and viva voce paper II) shall be out of 100 marks.

7.3.5 The University Examination marks for Medical Surgical Nursing –II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce

- paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.
- 7.3.6 Anatomy and physiology –Question paper will consist of Section A Anatomy of 37 marks and Section B physiology should be of 38 marks.
- 7.3.7 Nutrition and Biochemistry- Question paper will consist of Section A Nutrition of 45 marks and Section B Biochemistry of 30 Marks.
- 7.3.8 Pharmacology, Pathology and Genetics : Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics With 12 marks
- 7.3.9 Nursing Research & Statistics- Nursing Research Should be of 50 Marks and Statistics of 25 Marks.
- 7.3.10 Minimum pass marks shall be 40 % for English only.
- 7.3.11 Theory and Practical exams for Introduction to Computer will be conducted as Collage exam and marks to be sent to University for inclusion in the marks sheet.
- 7.3.12 Maximum number of candidate for practical examination should not exceed 20 per day.
- 7.3.13 All practical examinations must be held in the respective clinical areas.
- 7.3.14 Fourth year final examination to be held only after completion of internship.

#### 7.4 Internal Examination

- 7.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre University Examination for theory and practical subjects.
- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area/ field.
- 7.4.4 The internal assessment marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing-I (Practical and viva voce paper II) shall be out of 100 marks.
- 7.4.5 The internal assessment marks for medical Surgical Nursing (Adult including geriatrics)-II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.

#### 7.5-Supplementary Examination

- 7.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September/October, However those who fail in supplementary exam they will appear in main exam.
- 7.5.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Basic B.Sc. (N) Course if, candidate fails in 4<sup>th</sup> attempt of 1<sup>st</sup> year.
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1<sup>st</sup> year subjects.
- 7.5.4 If a first year candidate fails in midsession supplementary papers, candidates will be given an opportunity to appear in the main examination of 2<sup>nd</sup> year provisionally along with the backlog of last year subjects.
- 7.5.5 If a candidate fails in backlog subjects of the 1<sup>st</sup> year, the result of 2<sup>nd</sup> year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1<sup>st</sup> year in next midsession supplementary examination.
- 7.5.6 A candidate, who appears in 2<sup>nd</sup> year main examination and fails in any of the subjects will be permitted to appear in midsession supplementary examination and there after provisionally along with failed 2<sup>nd</sup> year subject, but if any candidate fails in 2<sup>nd</sup> year subject the candidate's 3<sup>rd</sup> year result will be automatically cancelled. The same ruling will apply for the IV<sup>th</sup> year students also.



- 7.5.7 Only failed subjects will have to be repeated in midsession supplementary or Supplementary Examination with the main annual examination.
- 7.5.8 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

#### 8.0 CRITERIA FOR PASSING

- 8.1 A Candidate has to pass in theory and practical exam separately in each of the paper.
- 8.2 A Candidate failing in more than two subjects will not be promoted to the next academic year.
- 8.3 Minimum pass marks shall be 50% in each of the theory and practical papers separately.
- 8.4 Minimum pass marks shall be 45% for Introduction to Computer.
- 8.5 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
- 8.6 Maximum number of attempts permitted for each paper shall be three including first attempt.

#### 9.0 DIVISION & MERIT

- 9.1 Distinction 75% and above in any subject (First attempt only).
- 9.2 First Division – 60% and above in the aggregate of marks in all main subject.
- 9.3 Second Division – Less than 60% in the aggregate of marks in all main subjects.
- 9.4 Pass Class – Shall be awarded to the candidate passing with supplementary or more than one attempt.

#### 10. ATTENDANCE

- 10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.
- 10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

#### 11.0-APPOINTMENT OF EXAMINER / QUESTION PAPER SETTER

The appointment of examiner for the theory and practical examination shall be based on following rules.

- 11.1 Question paper setter/moderator/head evaluator shall be Professor, Associate professor or Lecturer with an experience of minimum 3 year teaching experience working in any nursing institute conducting nursing course can be appointed.

##### 11.1 Practical examiner

- 11.2.1 One internal and one external examiner should jointly conduct practical examination for each student.
- 11.2.2 An examiner should be a lecturer or above in a college of nursing with M.Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundations course faculty having M.Sc (N) with any specialty shall be considered.

#### 12.0 REVALUATION /RE-TOTALING

- 12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University on receipt of application within the stipulated time and remittance of a pre scribed fee, shall permit a recounting of marks and/or revaluation for the subjects(s) applied.
- 12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the PK University

**13.0 CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

- 13.2 Candidate is not able to complete the course within the stipulated time as prescribed in ordinance no. 55.

OR

- 13.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

**14.0 SCHEME OF STUDIES**

The subject to study in different academic year of B.Sc. (N) shall be as per the scheme given in subsequent sections.

**(a)- Annual schedule of studies**

1. Weeks available per year	=52 weeks	
2. Vacation	=8 weeks	
3. Gazetted holidays	=3 weeks	
4. Examination (Including preparatory)	=4 weeks	
5. Available weeks	=37 weeks	
6. Hours per week	=40 Hours	
7. Practical	=30 hours per wk	(5x6=30)
8. Theory	=10 hours per wk	(2x5=10)
9. Internship	=48 hours per wk	(8x6=48)
10. Hours Available per academic year	1480	
	(37wk x 40 hours)	

**(b)- Distribution of Hours FIRST YEAR**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
English	60		
Anatomy	60		
Physiology	60		
Nutrition	60		
Biochemistry	30		
Nursing Foundations	265+200	450	
Psychology	60		
Microbiology	60		
Introduction to Computer	60		

**Hindi/Regional language	30		
Library work/Self Study Co-curricular Activities			
Hours			50
Total hours=1480 Hrs.			50
	930	450	100

\*\* (Optional)

## SECOND YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Sociology	60		
2-Pharmacology	45		
3-Pathology	30		
4-Genetics	15		
5-Medical Surgical Nursing I (Adult including Geriatrics)	210	720	
6-Community Health Nursing-I	90	135	
7-Communication and Educational	60+30		
8-Library Work/self Study			50
9-Co-curricular activities			35
	540	855	85
Total hours=1480 hrs			

## THIRD YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Medical-Surgical Nursing-II (Adult including Geriatrics)	120	270	
2-Child Health Nursing	90	270	
3-Mental Health Nursing	90	270	
4-Midwifery and Obstetrical Nursing	90	180	
5-Library work/self Study			50
6-Co-curricular activities			50
Total Hours	390	990	100

## FOURTH YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Midwifery and Obstetrical Nursing		180	
2-Community Health Nursing-II	90	135	
3-Nursing Research & Statistics	45		
4-Management of Nursing Services	60+30		

315

Total hours=540 hrs

**INTERNSHIP (INTEGRATED PRACTICE) Practical Hrs. 30 Hrs. /WK**

**Total hours = 1690 hrs**

1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
2. Internship should be carried out as 8 hours per day @ 48 hours per week.
3. Students during internship will be supervised by nursing teacher.
4. Fourth year final examination to be held only after completing internship.

15.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 22, of 2016****BACHELOR OF ARCHITECTURE 5 YEAR. DEGREE COURSE (B. Arch.)**

This ordinance shall be applicable to candidate admitted for Bachelor of Architecture (B. Arch.) degree & shall be governed by rules and regulation given by council of Architect, New Delhi.

1.0 The first degree in Architecture of five -year (Ten semesters) course, here in after called 5-YDC, shall be designated as Bachelor of Architecture (B.Arch.)

**2.0 ADMISSIONS**

Admission of students to the Architecture Course under the faculty of Architecture will be governed by the following regulations.

2.1 The minimum qualification for admission to the first year B.Arch. course shall be qualifying Higher Secondary School Certificate Examination (10+2) with physics, chemistry and math's conducted by the MP. Board of Secondary Education or any other Board or University, recognized equivalent by the State Government of Madhya Pradesh with minimum of 45 % marks in aggregate and Mathematics as one of the subjects (5% will be relaxed for SC/STI other categories).

2.2 Candidates who have qualified the diploma course in any branch with 45% marks in aggregate from M.P. Board of Technical Education, Bhopal or any equivalent board recognized by AICTE shall also be eligible for admission to the third semester of B.Arch. course. The admissions to B.Arch. course shall be governed by the rules of the Technical Education Government of Madhya Pradesh Bhopal.

2.3 Candidate who has qualified the NATA Conduct by council of Architecture will only be eligible for admission.

2.4 Admission procedure will be as per decided of Board of Management of University.

2.5 The fees of course shall be decided by board of Management of University and number of seats will be as per statute 28.

**3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

As per Ordinance No. 5

**4.0 DURATION OF COURSE**

4.1 There shall be at least Sixteen weeks of teaching in every semester.

- 4.2 One hour of conduct of Lecture (L) / Tutorial (T) / Practical (P) shall normally be equal to one credit as shown in the schemes.
- 4.3 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year I semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the" basis of his/her provisional admission.
- 4.4 A candidate will not be promoted to group (b)[4<sup>th</sup> to 5<sup>th</sup> Year] until and unless he passes in group A 1<sup>st</sup> to 3<sup>rd</sup> year.
- 4.5 The maximum duration of the course shall be Nine Years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reason.
- 4.6 A candidate will not be promoted to next higher class if he fails to pass core subject (Design & Building construction).

### **5.0 MERIT LIST**

- 5.1 Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the tenth and final semester for B.Arch. degree, on the basis of the integrated performance of all the five years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

### **6.0 ATTENDENCE**

As per Ordinance 11 clause 6.

### **7.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

- 7.1 The medium of instruction and examination shall be English throughout the course of study.
- 7.2 The subjects to be studied in different semester of Bachelor of Architecture shall be as per the schemes, approved by the Board of Study of the UNIVERSITY.
- 8.0 Notwithstanding anything. stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice— Chancellor shall be final.
- 9.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No.23, of 2016****BACHELOR OF LAWS (LL.B.) 3 YEAR DEGREE COURSE**

The Ordinance framed as per rules/ guidelines] norms laid down by Bar Council of India, shall be applicable to candidates for Bachelor of Law (LL.B) degree.

**1.0 ADMISSION:**

1.1 A candidates who has scored minimum 45% in Bachelor degree is eligible for admission in Degree of Law. The admission will be on merit basis and other qualification as decided by Board of Management of University. For SC/ ST /Other category candidates the minimum percentage for admission will be 40%.

To determine the merit for admission of such candidates who have secured equal marks in the qualifying examination, the percentage of marks secured by the candidate at the intermediate or equivalent examination will be the determining factor of merit for admission. If the marks obtained at the intermediate or equivalent examination by two or more candidates are the same, in that case the candidates senior in age will get preference in the merit list. Provided that the admission criteria shall be as per the norms of BC.

**Eligibility:—**

1.2 A candidate who after having passed the final examination for the Bachelor's degree in Arts, Science, Commerce, Agriculture, Engineering, Medicine or Veterinary & Animal Husbandry of the University or degree of any other University recognized by the University as equivalent thereof shall be admitted to the programme. The fees for each course shall be decided by Board of Management of University, the Number of seats in each course will be as per Statute 28.

**2.0 Examination:—**

2.1 There shall be the following three examinations for the Degree of Bachelor of laws, viz:-

- 1) LL.B (Part - I) Examination 1<sup>st</sup> & 2<sup>nd</sup> Semester
- 2) LL.B (Part- II) Examination 3<sup>rd</sup> & 4<sup>th</sup> semester
- 3) LL.B (Part - III) Examination 5th & 6th semester

2.2 Examination: Prosecution of a course of study for one academic year means at least 75 % attendance of the lectures and tutorials held in an academic session. The deficiency in attendance, if any, in the case of a student, may be condoned in accordance with the provisions of ordinance of the University in this behalf.

2.3 The strength as a section in a law class shall not exceed 80 student in any class.

### 3.0 Rules for Promotion to the next semester and higher class of 3YDC:

(i) From Odd semester to even semester:

A candidate who has appeared in the odd—semester of any particular year shall be promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

(ii) From Even semester to odd semester:

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:—

(a) A backlog of two papers (Theory and/or Practical) for his promotion from Second Semester of LL.B. First Year to Third Semester of LL.B. Second Year.

(b) A backlog of four papers (Theory and/or Practical) (inclusive backlog of two papers of LL.B. First Year) for his promotion from Fourth Semester of LL.B. Second Year to Fifth Semester of LL.B. Final/Third year.

(iii) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.

(iv) A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to 'pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that "is 50% or more marks. A candidate shall not be permitted to appear/ reappear in any examination or any paper in which he has



been declared pass by the university, A for any purpose whatever.

**4.0 Ex-studentship:**

Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex- student of LL.B. First Year, LL.B. Second Year and LL.B. Third/Final Year as under:

- (a) Ex-student in LL.B. First Year— If he carries backlog of three or more papers in First and/or Second Semester of LL.B. First Year.
- (b) Ex-student in LL. B. Second Year - If he carries backlog of three or more papers in Third and/ or Fourth Semester of LL.B. Second Year.
- (c) Ex-student in LL. B. Third/Final Year — if he carries a backlog of any paper in Fifth and Sixth Semester of LL. B. Third/Final Year.

**5.0** A candidate failing in aggregate in any semester and carrying any semester by reason thereof in LL.B First Year, LL.B. Second Year and/ or LL.B. Year or after the declaration of his result of Sixth Semester of LL.B. Third/Final Year shall also be deemed to be, an Ex-student. He shall be entitled to pass the, backlog of semester for passing in aggregate.

**6.0** Revaluation of answer books shall be allowed as per provision of ordinance No. 6 of University.

**7.0** The subjects and papers for each year of LL.B. shall be prescribed by the Faculty of Law on the recommendations of the Board of Studies.

**8.0** If not provided otherwise the candidates will have to pass separately in written papers and practical.

**9.0** The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40. percent marks in each individual paper. Division to successful candidates for the LL. B. degree will be assigned at the end of Final Year Examination on the basis of the aggregate. The total marks obtained by him at the LL.B. First Year; Second Year and Final Year Examinations i.e. all Six Semesters as under:

First Division 60 percent or above of the aggregate marks

Second Division 50 percent or above of the aggregate marks

Note (i) No third division shall be awarded

- (ii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL.B degree course in First Division with distinction.
- (iii) V.C. Grace mark as per rule can be awarded.
- 10.0** Candidates appearing for the LL.B. Examination shall have the option of answering questions through the medium of Hindi. (Devnagri Script) or English.
- 11.0** In order to be successful in any of the LL.B part I the LL.B part II and the LL.B part III examination an examination must obtain at least 40% marks in each theory paper as also separately than tutorial work, practical Training etc. besides obtaining at least 48 % marks in the aggregate of all theory papers and tutorial work & practical Training etc.
- 12.0** Supplementary Examination and provision of grace mark shall be as per decision of Board of Management on the recommendation of Board of Studies.
- 13.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion I advice of a Committee consisting of any- or all the Directors of the Schools. The decision of the Vice—Chancellor shall be final.
- 14.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 24, of 2016****BACHELOR OF EDUCATION (B.Ed.) 2 YEAR DEGREE COURSE**

The Ordinance governed by rules / guidelines/ norms laid down by NCTE, shall be applicable for the award of Bachelor of Education Program generally known as (B. Ed) & shall be:

**1.0** The Duration of Degree of Bachelor of Education of the University shall spread over two academic year or four semesters. Which can be completed in a maximum of three years from the date of admission to the program As per NCTE norms

**2.0** Candidate with at least fifty percent marks either in the bachelor degree and / or in the master's degree in Science/ Social Science / Humanity, Bachelor in Engineering or Technology with specialization in Science and Math's with 55% marks or any other qualification equivalent thereto, are eligible for admission to the program.

The reservation and relaxation for SC /ST/Other categories shall be as per the rules of state govt., whichever is applicable.

Provided that the Vice Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral or both for selection of candidates for admission to the B.Ed. class in Colleges or in Teaching Department of University, as deemed necessary.

Provided further that in the case of untrained teachers in Government schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by Para 2 above may be relaxed by the Vice Chancellor, on the recommendation of the Director /Principal of the institution concerned. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

Provided further that all norms laid down by NCTE and that of State Government shall be followed.

### 3.0 Working Days

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission.
- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

4.0 Candidates intending to present themselves at the examination shall submit through the Principal of the College, their applications on Prescribed forms, so as to reach the Registrar by the date fixed for the purpose, together with the fees as required by the rules in force for the time being and produce the following certificates from the

Principal of the college, via: Certificates.

- (i) Of good conduct
- (ii) Of fitness to appear at the examination.
- (iii) Of having completed regular course of study by attending at least the minimum number of classes/ practices as required by Para 3 above.

### 5.0 Curriculum Transaction

- (a) Practical work to be performed by each student

Item	Essential (Numbers)
a - Lesson planning and teaching in real school teaching subject situation including internship	Thirty lessons — fifteen lessons each
b - Lesson planning and teaching in simulated situation teaching subject	Ten lessons - five lessons in each
c - Observation of lessons taught by fellow students	Ten lessons — five lessons in each teaching subject
d Action Research Project	1 (One)
e Stand alone experience of school organization	Two days -

f Field- specific community experience

Five days

(b) Supervision of Practice lesson

Out of prescribed practice teaching lessons at least 50% lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained.

**6.0 (a) The examination shall consist of two parts, namely:—**

(i) Part I - Theory

(ii) Part II — Practical and seasonal.

(b) The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.

(c) (i) The written part of the examination shall be held in the month of April every year Actual date of Commencement of examination will be notified by the Registrar in advance

(ii) The practical part of the examination shall be arranged by the principal or the Head of the Department of Education, as the case may, before the written examination by such date as may be directed by the Registrar

From time to time

(d) Practical & sessional work shall be as decision of board of Management of the University

**1.0 Division**

(a) First Division with Honors: 75% and above.

(b) First Division: 60% and above but below 75% Second Division: 50% and above but below 60%

(c) An examinee obtaining 75% or more marks in the aggregate in theory and practically sessional combined shall be given distinction. The University is free to take any decision. Which is not covered by the ordinance as per needs.

**8.0** The Principal of a college providing courses of B.ED. Degree shall send the statement

of marks obtained by the student of his college in theory & practical to the Registrar

#### **9.0 Supplementary of Examination**

(a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next three attempts immediately.

(b) An examinee who after having appeared in the examination but fails in not more than two papers and by not more than three marks but secures the minimum aggregate marks prescribed for a pass shall be entitled to a grace up to three marks in order to pass the examination .

**10.0** The Vice- Chancellor may condone the deficiency of one marks in case candidate failing or missing a division by one marks subject to the condition that that where the deficiency of one marks is so condoned it shall nowhere be added.

**11.0** The Registrar of University shall as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date which the theory examination was complete publish the result of examination by announcing the roll nos. and names of successful candidates.

**12.0** in the notification declaring result of the examination names of successful candidates who secure first division separately in each of part of examination shall be arranged in order of merit.

**13.0** Notwithstanding anything stated in this Ordinance, of any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

#### **14.0 Legal jurisdiction**

All matters of any dispute shall be limited to Shivpuri court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to programme and examination as per need.

**ORDINANCE No. 25, of 2016****BACHELOR OF BUSINESS ADMINISTRATION (BBA) 3 YEARS DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Business Administration (B.B.A) course.

**1.0 Admission**

Candidates seeking admission to the first year of Bachelor of Commerce Course shall be required to have passed the higher Secondary Examination (10+2) M.P. Higher secondary Board or an examination recognized equivalent there to.

Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list.

**2.0 Course Structure**

The course structure and detailed syllabus shall be finalized by Board of Management on the Proposal of Board of Studies and the faculty from time to time.

**3.0** The fees for each course shall be decided by Board of Management of University the number of seats in each course will be as per Statute 28.

**4.0 Duration of course**

- (a) The Duration of Course will be 3 years spread to 6 semesters.
- (b) A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

**5.0 Examinations**

Promotion to higher semester, award of credits and grades, division and condonation of deficiencies as per ordinance No. 5

**6.0 Scheme of Evaluation**

As per decision of Board of management on the recommendation of Board of Studies

**7.0 Field Study**

Every student of BBA Programme on his/her exposure through Industrial other related activities as assigned by principal/Head of the Department of the institute, the student should submit study report to the Head of Department between

## 8.0 Evaluation of Field Study Report

The Field Study Report shall be valued by the Examiner appointed by the University

## 9.0 Comprehensive Viva-Voce

There will be a comprehensive Viva-Voce at 6<sup>th</sup> semester to the student's over all progress and performance based on the subject as well as field study.

The comprehensive Viva-Voce shall be concern to be the institute as notified by the University with the help of the Examiners/Experts appointed by the university for the purpose from the External Examiners recommended by the Examination committee. The marks awarded to student on this score shall be on record of the concerned Institute/Department and forward to the Registrar for Incorporation in the final result of the student.

10 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## 11 Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
  - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
  - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. ‘
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

12 The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.



**ORDINANCE No. 26, of 2016****BACHELOR OF COMMERCE (B.Com) 3 YEAR DEGREE COURSE**

**1.0** This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Commerce (B.com Plain and B.com with Computer Science).

**2.0 Eligibility**

Candidates seeking admission to the first year of Bachelor of Commerce Course shall be required to have passed the higher Secondary Examination (10+2) with Science and Commerce as main subject of M.P. Higher secondary Board or an examination recognized equivalent there to.

**3.0 Admission Procedure**

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.
- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.

- The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

4.0 The fees for each course shall be decided by Board of Management of University the number of seats in each course will be as per Statute 28.

#### 5.0 Duration of course

- (a) The Duration of Course will be 3 years spread to 6 semesters.
- (b) A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

#### 6.0 Examinations

Promotion to higher semester, award of credits and grades, division and condonation of decencies as per ordinance No. 5

7.0 The scheme of course study and scope of courses study and scope of studies of various subject of B.com examination shall be as prescribed by the university from time to time printed in the prospectus conceded Field Study

8.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

#### 9.0 Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.

- (i) Shortage of up to 10% attendance may be condoned by the Head of the Department on the specific recommendation of the Staff Council.

(ii) Shortage of up to a maximum of 25% may be condoned by the Vice-Chancellor on the specific recommendations of the Head of the Department. ‘

(c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

**10.0** The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 27, of 2016**  
**BACHELOR OF ARTS (B.A.) 3 YEAR DEGREE COURSE**

**1.0** This ordinance framed as per rules / regulation / guidelines laid down by UGC shall

be applicable to the candidates admitted to Bachelor of Arts (B.A) course.

**2.0 Eligibility**

Candidates seeking admission to the first year of Bachelor of Arts Course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board or an examination recognized equivalent there to. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit.

**3.0 Admission Procedure**

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.
- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.

- The application form is not signed by the candidate and his/her parent guardian, wherever required.
- Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

**4.0** The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

#### **5.0 Duration of course**

- (a) The Duration of Course will be 3 years spread to 6 semesters.
- (b) A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

#### **6.0 Examinations:**

Promotion to higher semester award of credits and grades, division and coadunation of deficiencies as per ordinance No. 5

#### **7.0 Every candidate for the B.A. examination shall be examined in**

- (a) Compulsory subject: Foundation Course.
- (b) Any three of the following subjects.

A student shall be allowed to offer any one group from any of these groups.

- (1) Hindi Special or Urdu Special , Criminology, Mathematics
- (2) Political Science, Psychology, Philology, Linguistics
- (3) Economics, English Special, Sociology or maths.
- (4) History, Philosophy, Music, Anthropology.
- (5) Sociology, Ancient Indian History, Education.
- (6) Geography, Hindi Special or English Special, Political Science.
- (7) Home Science or Sociology, Political Science, Economics.
- (8) Sanskrit/Persian, Economics, Political Science.

(9) Political Science, -Sociology, Economics.

(10) Political Science, Economics, Sociology or Math's

**8.0** The scope of studies of part I, II and III examination shall be as prescribed by the University / Central Board of Studies in the syllabus from time to time and printed in the prospectus for the examination concerned.

**9.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**10.0 Attendance**

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
  - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
  - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

**11.0** The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 28, of 2016****MASTER OF ARTS (M.A.) 2 YEAR PG DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Master of Arts (M.A) course.

**1.0 Eligibility:**

A Candidates is eligible for admission for M.A. course, if he/she has passed Bachelor Degree of this University or any recognized statutory in India.

**2.0 Admission Procedure**

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.
- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian. wherever required.
  - Supporting documents for admission are not enclosed.

- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

**3.0 The subject of the examination shall be of the following:----**

(i)English Literature (ii)Hindi Literature (iii) Economics (iv)Philosophy (v)political Science (vi)History (vii)Ancient Indian History, Culture and Archaeology (viii)Sanskrit Literature (ix )Mathematics(x) Geography (xi) Sociology (xii)Psychology (xiii) Business Economics (xiv) Music (xv) Public Administration (xvi) Rural Development (xvii) Master of Social Work (xix) Foreign Language (xxi) Drawing and Painting (xx) Education

Provided that board of Management of University on the Recommendation of Academic Council can add more subject for M.A. degree course as per UGC norms.

**4.0** The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

**5.0 Duration of course**

- (a) The Duration of Course will be 2 years spread to 4 semesters.
- (b) A candidate has to complete the entire course of post graduate degree within a maximum period of Four years from the session of first admission.

**6.0 Examination** --- Promotion to higher semester award of credits and grades condonation of deficiencies as per Ordinance No.5

**7.0** The other rules & regulation for Master Of Arts in different subject will be as per ordinance exists in this University for obtaining degree

**8.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**9.0 Attendance**

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in University I



state/national level sports/extra- curricular activities etc., the following conditions shall apply.

- (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
- (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

**10.0** The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 29, of 2016****BACHELOR OF SCIENCE (B.Sc.) 3 YEARS DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Science (B.Sc.) course.

**1.0 Duration**

Degrees of Bachelor of Science shall be 3 year duration & shall of part I, II and III (final). Maximum duration of course is 6 years.

**2.0 Eligibility**

Candidates seeking admission to the first year of Bachelor of Science Course shall be required to have passed the higher Secondary Examination (10+2) with Maths. And science as main Subjects of M.P. Higher secondary Board or an examination recognized equivalent there to.

**3.0 Admission Procedure**

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers, on the University's website, notice board of the University and in other publicity media before the start of every cycle.
- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
- The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time
- (h) The fees for each course shall be decided by Board of Management of University. The Number of seats in each course will be as per Statute 28.

#### 4.0 Course for B.Sc.

4.1 Every candidate appearing at the B.Sc. Part I examination shall be examined in:

- (a) Foundation Course (Compulsory) for all students.
- (b) Any one of the following combinations:
- (i) Physics, Chemistry, Mathematics.
  - (ii) Physics, Chemistry or Statistics, Geology
  - (iii) Physics, Mathematics, Statistics
  - (iv) Physics, Chemistry and Military Science
  - (v) Physics, Mathematics, Military Science or Geology
  - (vi) Physics or Chemistry, Botany, Zoology
  - (vii) Physics or Chemistry, Botany, Geology
  - (viii) Physics or Chemistry, Zoology, Geology
  - (ix) Physics or Chemistry, Botany, Military Science
  - (x) Physics or Chemistry, Zoology, Military Science
  - (xi) Physics, Chemistry or Electronics, Mathematics
  - (xii) Chemistry, Botany or Zoology, Environment
  - (xiii) Physics, Computer Science, Mathematics

Provided that the courses of studies for Physics offering combination from (vi) to (x) shall be those prescribed for non-mathematical students (Group).

**4.2** Every candidate appearing at the B. Sc. Part II and III (Final) shall be examined in General English or General Hindi

Any one of the following combinations:--

- (i) Physics, Chemistry and Mathematics
- (ii) Chemistry, Botany, Zoology
- (iii) Physics, Chemistry and Geology or Military Science
- (v) Chemistry, Zoology, Geology or Military Science
- (vi) Chemistry, Botany, Geology or Military Science

**4.3** The candidates shall be required to offer the same combination of subjects at the B.Sc. Part III (Final) examination, as offered by them at the B.Sc. part II examination. The combination of subjects for the B.Sc. Part II class shall be from among the subjects offered by them at the B.Sc. part I.

Provided that a candidate may be permitted to offer Geology as one of the subjects for the B.Sc. Part II examination even if Geology was not one of his subject for the B.Sc. Part I examination. In such cases, the candidate shall be examined in the Geology paper prescribed for the B.Sc. part I examination in addition to the papers prescribed for the B.Sc. Part II examination and his result at Part II examination shall be declared only after he has passed in the paper prescribed for the Part I examination.

## **5.0 Minimum Marks to Pass Examination & Results**

- (a) In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.
- (b) In determining the result of the part III examination, total marks obtained by the examinees at their Part II and Part III (Final) examinations in each subject and in the

aggregate shall be taken into account. No division shall be assigned on the result of the B.Sc. Part II examination. Provided that the marks obtained in General Hindi or General English of B.Sc. Part II and III (Final) shall not be taken into account in determining the division of a candidate at the B.Sc. Final Examination.

(c) Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 60% or more marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

(d) Any candidate who passed B.Sc. Part I examination of the UNIVERSITY may be allowed to offer additional subjects of B.Sc. part subject for qualifying for admission to Medical/Engineering colleges as the case may be at the next examination. If he secures the minimum pass marks in the subject as prescribed he shall be declared to have passed the examination.

**6.0** The scheme and Course for B.Sc. degree shall be (on the recommendation of academic Council) of the University.

**7.0** The attendance, Examination etc will be as per Ordinance of this University for this Purpose.

**8.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice—Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**9.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 30, of 2016****MASTER OF SCIENCE (M.Sc.) TWO YEARS PG DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Master of Science (M.Sc.) course

**1.0** The examination for the degree of Master of Science shall consist of two parts:-

- (a) The Previous examination, and
- (b) The Final examination

**2.0 Qualification/ Admission**

B.Sc. (Hons.)/ B.Sc. under at least 10+2+3 pattern securing a minimum of 45% Marks for General Category / OBC Category Students and Minimum of 40% Marks for SC/ST Category Students in the aggregate in Science subjects (considering all the three years of B.Sc. Course). The subject in which admission is sought must be Hons. subject at B.Sc. (Hons.) level/a subject studied in all the three parts at Graduate level.

- (a) A candidate who, after obtaining the degree of Bachelor of Science of the UNIVERSITY or any Statutory University in India, has completed a regular course of study for one academic year in a Teaching Department of the UNIVERSITY or in a constituent college of the UNIVERSITY shall be admitted to the Previous Examination for the Degree of Masters of Science.
- (b) A candidate who, after passing the M.Sc. Previous examination of the UNIVERSITY has completed a regular course of study for one academic year in a Teaching Department of the University or in a constituent college of the University, shall be admitted to the Final examination for the degree of Master of Science in the subject in which he has passed the previous examination.
- (c) A candidate who has passed the Previous examination for the Degree of Master of Science of another University may also be admitted to the Final Examination for the degree of Master of Science after obtaining necessary permission from the Vice-Chancellor provided that he had offered for the Previous examination of this UNIVERSITY and has attended a regular course of study for one academic year in a Teaching Department of the UNIVERSITY or in a constituent college of the UNIVERSITY.

### 3.0 Admission Procedure

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.
- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

4.0 The fees for each course shall be decided by Board of Management of University the Number of seats in each comes will be as per statute 28.

### 5.0 Duration of course

- (a) The Duration of Course will be 2 years spread to 4 semesters.
- (b) A candidate has to complete the entire course of post graduate degree within maximum period of Four years from the session of first admission

### 6.0 Examination

- (a) The examinations shall be by Theory and practical including Sessionals, except in the case of Mathematics where the examination shall be by means of theory papers only.
- (b) Besides regular students and ex-students and subject to their compliance with this
- (c) The subject of examination shall be one of the following:
1. Mathematics
  2. Physics
  3. Chemistry
  4. Zoology
  5. Botany
  6. Geology
  7. Military Science
  8. Statistics
  9. Environmental Biology
  10. Micro Biology
  11. Electronics
  12. Food Science Technology

Provided that the Board of Management of the University can add more subjects.

- (d) Any candidate who has passed the M.Sc. examination of this UNIVERSITY in any subject, shall be allowed to present himself for examination in any one or more of the optional papers in that subject not taken by him at the said examination and if, successful will be given a certificate to that effect. Provided that no candidate shall be allowed to offer more than two additional papers in any one year and in subjects other than Mathematics, a candidate shall undergo a practical test in respect of the paper concerned.

**Marks required for passing the Examination.**

- (a) For both the Previous and the Final Examinations, a candidate will be declared successful if he obtains at least 36% of the aggregate in the subject.

“ Provided that in subjects in which theory and practical examinations are held, an examinee must pass separately in both obtaining not less than 36% of the total marks in each.”

- (b) No division will be assigned on the result of the previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both, the M.Sc. Previous and Final examination.



- (c) Successful candidates who obtain 60% or more of the aggregate marks shall be placed in the First division those obtaining less than 60% but not less than 48% in the second division and all other successful candidates obtaining less than 48% in the third division.

**7.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice—Chancellor shall be final.

### **8.0 Attendance**

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
- (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
- (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. ‘
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

**9.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 31, of 2016****MASTER OF COMMERCE (M.Com.) 2 YEARS PG DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Master of Commerce (M.Com.) PG course.

**1.0** The course for the degree in Master of Commerce spread over two academic year and examination shall consist of two parts:—

- (a) The previous examination, at the end of first year and
- (b) The final examination, at the end of second year

**2.0 Duration of course**

- (a) The Duration of Course will be 2 years spread to 4 semesters.
- (b) A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission

**3.0** A candidates who, after having passed the final examination for the B.Com. Degree from this University or in a statutory University in India, has completed a regular course /study in the teaching department of the university or in a college affiliated to the university, in the in which he offers himself for examination, for one year, shall be admitted to the previous examination fees degree of Master of Commerce.

**4.0 (a)** A candidates who after passing the M.Com. Previous examination of the university has completed aregular course of study for one academic year in a teaching department of the university, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final Examination for the degree of master of commerce.

(b) A candidate who has passed the previous examination for the degree of Master of Commerce of another university may also be admitted to the final examination for the degree of Maser of Commerce after obtaining necessary permission from the Vice Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this university and has attended a regular course of student

one academic year in a teaching department of the university.

### 5.0 Admission Procedure

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.
- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

6.0 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

7.0 Besides regular students and ex—students and subjects to their compliance with this

ordinance, Non- collegiate Candidates shall be eligible for admission to the examination as per provisions of the ordinance related matter and provided that if they fulfill other conditions of ordinances.

**8.0 (a)** The scope of studies shall be as prescribed by the Academic Council on the recommendation of the boards of studies and the faculty of commerce from time to time and printed in the prospectus for the examination or published by notification.

(b) The examination shall be conducted by means of written papers. In both previous and in final examination there.

**9.0** The written examination shall be held as far as possible in the months of March, April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.

**10.0** In order to be successful at any of the previous and final examination an examinee must obtain at least:—

(i) 20% of marks in each of the theory papers separately.

(ii) 36% of marks in the total of all theory papers taken together.

**11.0 (a)** Examinees of the previous examination obtaining mark not less than the minimum marks prescribed by foregoing paragraphs shall be declared to have passed the examination without any division being assigned to them.

(b) Successful candidates of the final examination shall be placed in a division on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale;—

(I) Those obtaining 36% or more but less than 48% of marks in the aggregate third Division

(II) Those obtaining 48% or more but less than 60% of marks in the Aggregate Second Division

(III) Those obtaining 60% or more marks in the aggregate First Division

(c) In the case of a candidate permitted to appear, after having passed the previous examination of - another university, at the final examination of the

university, the total marks obtained at the previous examination shall be, if they are out of an aggregate maximum marks more or less than the aggregate maximum marks of the university, reduced or raised proportionately as the custom may be, so as to make them out of an equal aggregate maximum marks.

**12.0 (a)** A regular candidate of a college or of a teaching department of the university, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafied reason to appear there to may reappear at subsequently as an ex-student in accordance with the provisions an on fulfillment and the conditions of ordinance and regulations.

(b) An ex- student candidate for any of the examination shall offer the same papers which he/she had Previously offered as a regular candidate unless on account of a change in the scheme of examination the papers offered by hem/her earlier case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.

**13.0 (a)** Regular student's undergoing regular course of studies in a teaching department of the university, who have obtained not less than 60% marks M.Com. In (previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.

(b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him /her by the head of the department. In the Institute or the university teaching department.

(c) A regular students who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Principal of the college or the head of the department concerned, three printed or typed copies of it duly countanaigned by the supervisor so as to reach the Registrar by a data preceding by three week the date of concement of the writer examination, any dissertation received after such a date shall

not be accepted for the purpose of the examination.

- (d) An ex— student candidate for the final examination who was, a regular candidate from a college or a Teaching Department. Permitted, under the provisions of sub. Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the head of the Department and Principal of the college of which she was regular student to submit either a revised dissertation on the same topic on which worked was done previously or a dissertation on a fresh topic assigned by the principal in consultation with the-head of the department in the college.

Provided (i) that the candidate shall apply for such permission from the Registrar, through the Principal of the college concerted at least three months before the date of commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the college as assigned by the Principal and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b) and (c).

- 14.0** A candidate who has passed the M.Com examination of the university may on submission of an application on prescribed form together with necessary fees, be allowed subject to the provisions of ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat.

Provided that a candidate who has been granted a permission for re-appearing at the examination may be

Treated, if he/she had been in the first instance, a regular student of a college or department ex-student candidate for the purpose of exemption from attending a regular course of studies again in the college or department or production of a residence certificate.

- 15.0** Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60th day from the date when the examination was over.

- 16.0** In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.

**17.0** The other rules & regulation for master of commerce degree, & examination etc will be as per ordinance of university for this purpose from time to time or as per approval of Board of Management the University for this course.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this

Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the. Schools. The decision of the Vice—Chancellor shall be final. '

### **18.0 Attendance**

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
- (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
- (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. '
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

**19.** He Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 32, of 2016****MASTER OF EDUCATION (M.Ed.) 2 YEARS PG DEGREE COURSE**

The Ordinance framed as per rules! Regulations/ guidelines laid down by NCTE shall be applicable for award of Master of Education (M.Ed.) Course

**1. Eligibility for admission**

i) Candidates seeking admission to the M.Ed. programme should have obtained at least 50% marks or an equivalent grade in the following programmes:—

(a) B.Ed.

(b) B.A. B.Ed., B.Sc. B.Ed.

(c) B.El. Ed.

(d) D.El. Ed. with undergraduate degree (with 50% marks in each)

ii) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government I State Government, whichever is applicable. There shall be relaxation of five percent marks in favours of SC/ST/OBC and other categories of candidates.

iii) The candidate shall be granted admission according to approved of the University

iv) The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

**2. Admission Procedure**

Admission under these courses will be made as follow:

a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.

b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.

c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.



- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
- The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

### 3. Duration of the course

The M.Ed. programme shall be of duration of two academic years including field attachment for a minimum of 4 weeks and research dissertation. There shall be at least two hundred working days each year, exclusive of the period of admission and inclusive of classroom transaction, practicum, field study and conduct of examination. The institution shall work for a minimum of thirty six hours in a week (five or six days) during which faculty and students concerned with the conduct of the programme shall be available for interaction, dialogue, consultation and mentoring students. The minimum attendance of students shall be 80% for Theory Courses and Practicum, and 90% for field attachment.

A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission

### 4. Mode of Instruction

- i) The course of study shall include learning and teaching through Regular.
- ii) Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- iii) Medium of instructions shall be Hindi/English.

### 5. Assignments

- i) During the period, assignments and lesson packages will from the study of the programme
- ii) Completed assignment's shall be deposited candidate in the intervening months. Assignments will serve as feedback and will be counted towards internal assessment in each paper.
- iii) The whole course in each paper will be divided into a number of units which shall be supplied the candidate from time to time.

### 6. Scheme of Examination

- i) The scope of studies in different papers shall be such as is prescribed PK.

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ii) The following shall be the scheme of examinations:

Part I- Theory (five papers)	500 marks.
Written assignments	100 marks.
Part II-Dissertations & viva Voce	200 marks
<b>Total</b>	<b>800 marks</b>

iii) Details of the scheme Examination/ Evaluation are as follows

## Scheme of Examination/ Evaluation

(A) Papers	<u>Maximum Marks</u>			<u>Minimum Marks</u>		
	Ext.	Int	Total	Ext.	Int	Total
I	80	20	100	40	10	50
II						
III	80	20	100	40	10	50
IV	80	20	100	40	10	50
V	80	20	100	40	10	50
(B)Field work/ practical Seminar	50	50	100	25	25	50
(C). Dissertation Viva Voce	100	100	200	50	50	100
<b>Grand Total</b>			<b>800</b>			<b>400</b>

iv) A candidate must secure minimum pass in A & b par separately Division will be awarded on the basis of marks obtained in part I & part II taken together on the following basis:

First Division with Honors: 75% and above.

First Division 60%and above but below 75% second Division: 50% and above but below 60%

v) Viva voce examination will be conducted by a Board of two examiners appointed by

the University, one of whom shall be guide for dissertation as possible.

- vi Assignment and dissertation relating to part I & II of the examination will have to be submitted before the theory examination
- vii The Viva Voce examination shall be arranged by the university after the examination .
- viii The merit list of candidates securing first 10 positions in the first division will be notified by the University.

#### 7. Ex- student

- i) A candidate failing in either or both of the two parts may reappear as an Ex student in the part concerned or in the whole as case may be, at a subsequent examination without being required to undergo regular course of studies again , subject to his/her complying with the provision of ordinance and regulation of PK UNIVERSITY from time to time  
Provided that such advantage of appearing at the examination as Ex-student shall be admissible for a period of two year from the date when the candidate had appeared at the examination as a regular candidate
- ii) An Ex-student seeking permission for re-admission to a subsequent examination shall submit his /her application on prescribe form indicating the papers and parts of the examination intended to appear to the VICE-CHANCELLOR , before the date fixed for the purpose together with such fees and documents as are required of him/she shall be governed by the provisions of relevant ordinance of the University
- iii) Marks of internal assessment if they are above the minimum prescribed for a pass, shall be brought forward for the purpose of results at the subsequent examination.

#### 8. Fees of the course

The candidate will have to pay fees as decided by the Institute authority as per prescribed time schedule.

- 9. University examinations will be conducted in Madhya Pradesh at suitable Centers as decided by the authorities of the University.

- 10. General: In all matters pertaining to the course, the decision of the Vice-chancellor of the University shall be final and as per Ordinance of the University for this purpose. Provided the norms laid down by NCTE and M.P. Govt. shall be the binding to the University.

- 11. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising,

and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion I advice of a Committee consisting of any or\_ all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## **12 Attendance**

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
  - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
  - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice-Chancellor on the specific recommendations of the Head of the Department. ‘
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

- 13. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No.33, of 2016****MASTER OF PHILOSOPHY (M. Phil)****(Ordinance as per UGC Regulation 2009)**

The Ordinance shall applicable for the Candidate admitted in MASTER OF PHILOSOPHY (M. Phil) degree.

**1. ELIGIBILITY FOR ADMISSION:—**

All candidates should have passed a two-year PG degree course after 3-year Bachelor's degree course and Higher Secondary course of 2-year duration after 10-year SSLC (i.e. 10+2+3+2 years of study) or one year Pre-degree after 11-year SSLC (11+1+3+2) or 10-year SSLC plus 3-year Diploma plus two year UG degree and two year PG (10+3+2+2) or four year UG degree and one year masters degree (10+2+4+1). So candidates possessing a PG degree with 17 years of total duration of study alone are eligible for admission to Ph.D. programme.

- (a) Candidates belonging to the following categories are eligible to register for M.Phil. (FullTime / Part Time) programme:

A candidate having a minimum 55% (for SC/ST candidates the minimum eligibility is 50%) marks and above in the Master's degree and working as Full- time Research Fellows/Technical Assistants/Research Assistants in time-bound Research schemes of one year duration or more in University Departments/Research Departments of Affiliated Colleges/Recognized Research Institutions.

- (b) Candidates belonging to the following categories are eligible to register for M.Phil. (Part-Time) programme:

- i. Any person employed in any concern/organization/institution/ R & D Centres / Laboratories with a minimum of 55% of marks in the Master's degree. Such candidates shall produce a No-objection certificate from the Employer or Head of the Institution (in case of Educational Institutions).
- ii. Candidates working in colleges affiliated to Universities have to produce a No objection Certificate and service certificate from the Head of the Institution/University.
- iii. T.C. need not be insisted for admission to part-time M.Phil./Ph.D. programmers.

## 2. Selection of Candidates

**Procedure for Admission** The University should issue the notification through its website or advertise in the news papers for calling applications towards M.Phil./Ph.D. admissions. Admissions shall be made through a Common Eligibility Test followed by an interview.

The PG qualifying examinations marks converted to	: 50
Marks Common Eligibility Test	: 35
Marks Personal Interview	: 15 Marks
Total	: 100 marks

The M.Phil. degree holders of this University, who had already undergone entrance test need not appear for common eligibility test, but they have to attend interview. However the UGC/CSIR-NET/CSIR-JRF/SLET/Teacher fellowship cleared candidates /Scientists working in DRDO/Faculty of Air Force Administrative College/foreign candidates are exempted from appearing for the entrance test. Further, those candidates will be awarded 35 marks in lieu of eligibility test and be directly admitted to the doctoral programmes through interview.

Common Eligibility Test for M.Phil. & Ph.D. programme shall be conducted by the University during the month of June/July. The awarded marks may be used by the candidates for one academic year, i.e. they can use the same mark sheet for the ensuing September / April registration. The entrance test will be conducted at University main campus

**Question Paper model:** Written Examinations Format (PG Syllabus): Maximum Marks: 35; (50x0.7=35); Objective type (MCQ); Time: 1.30 hours

The candidates who has cleared the eligibility test shall approach the institute where the research supervisor in the specializations available in the Department and depending upon vacancy position under each research supervisor he/she shall be enrolled for Ph.D./M.Phil. programme.

The selection/interview committee for enrolling a scholar should be formed at the institute with the following members.

- 1) Principal/Dean of concerned discipline
- 2) Head of the Department / Head of the Division
- 3) The recognized guides of the Department / Division

### 3. DURATION

**FULL – TIME:** The duration of M.Phil. full time programme shall extend over a period of one academic year (12 months) commencing from 1 st September.

**PART – TIME:** The duration of M.Phil. part-time programme shall extend over a period of two academic years commencing from 1st September.

Maximum period for completion (including extension period) of the M.Phil. programme is two years in the case of Full-time candidates and three years in the case of Part-time candidates..

### 4. FEES & INTAKE:

The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28:

### 5. SUBJECT

Master of Philosophy Courses shall be started as per the availability of PG courses in the University.

### 6. Examination

- i. The examination shall be conducted generally by means of internal" assessment, three written theory papers, one of which shall be on methodology of research, a practical test, a thesis on research work and a viva voce exam.
  - ii. The Teaching Department shall organize during the session, adequate numbers of seminars new developments in the subject or interpretation of different research work and its data. It shall also arrange at least three tests on each of the theory papers and award grades best two of which shall be taken into account for purpose of working out the average Internal Assessment.
  - iii. The scope of studies in different subjects shall be as prescribed by the Academic council on the recommendation of the Boards of Studies and the Faculties concerned from time to time and published by a notification.
  - iv. The written part of the Examination shall be held as far as possible in March April every year the date of commencement thereof having been notified in advance and at such centers as may be approved by the university. Provided that the first year of Introduction of the course if the teaching start in a later part of a session the examination may be held at such other time, after completion of the course, as approved by the Vice Chancellor from time to time.
- (7) The Practical part of the Examination which shall be conducted jointly by a teacher in the Department and two External Examiners ~~appointed~~ for the purpose, may be

arranged either before or after the theory examination in accordance with the convenience of the Department concerned.

## 7. Research /Project Work

- (a) Every student admitted to the course shall be required to carry out research or project work under the supervision of a teacher in the teaching Department, on a problem assigned to him / her by the Head or the Department with the approval of the Research Degree committee in the subject constituted under the Ordinance of the University.
- (b) The candidate shall prepare a thesis on the research I project work done by him which must be characterized either by the discovery of facts or by a fresh approach toward the interpretation of facts capable in either case to advance knowledge in the subject.
- (c) The candidate shall submit three typed printed copies of the thesis through the Department so as to reach the office of the Registrar preceding by at least three weeks the date of commencement of the written examination, together with :

- (i) A declaration signed by him/ her that the thesis embodies the result of his/ her own work.
- (ii) A certificate from the supervisor to the effect that the thesis research conducted being the result of the candidates own work, is on a subject on which similar work has not been previously carried out.

Provided that the Vice- Chancellor may, on the recommendation of the Head of the Department, permit student who could not prosecute the research / project in time the period can be extended. '

8. (a) A student of University Teaching Department seeking admission to the examination for the degree of Master of Philosophy shall submit his/her application therefore on prescribed form to the office of the Registrar by the date fixed for the purpose, together with a fee as decided by University for the examination and also the following certificates from the Head of the Teaching Department Via:

- I. Good Conduct.
- II. Fitness to present himself I herself at the examination.
- III. Having attended the classes as per Ordinance of P.K UNIVERSITY.

Candidates who have not received certificates prescribed of foregoing clause shall not be permitted to appear at the theory examination. All though he/she might have appeared to the practical examination which was conducted by the



department before the start of theory examination.

9. (a) After the copies of the thesis are received, Registrar shall send them to two external examiners for assessment for grade.

(b) The Viva voce test shall be conducted by (i) two external examiners and (ii) the supervisor of the research work, who shall jointly award a grade on the performance of the candidate at the viva voce test .

10. (a) In order to be successful at the Examination a candidate must obtain :—

(i) Grade not below B in theory papers.

(ii) Grade not below in B in practical.

(iii) Grade not below B in the thesis.

(iv) Grade not below B in the viva voce test.

(v) In overall grade not below B.

(vi) Grades, Grade points, grade point averages and overall Grades, wherever necessary, shall be computed in accordance with the provisions of the ordinance of the University relating to Grading and internal Assessment.

(b) A candidate who has appeared at the examination shall be supplied with a Grade Card indicating, inter alias the Grades and Grade points obtained by him/ her in the internal assessment, theory papers, practical, thesis, viva voce and also the overall Grade and Grade point average, under the provisions of Ordinance of the University.

(i) A candidate, who on obtaining a grade below the provision laid down in clause 9 sub clause (a) has been declared to have failed or who after having been admitted to the Examination fails on account of illness or a similar reason, to appear thereto, may reappear at it subsequently, as an ex-student in accordance with the provisions of ordinances and regulation of the University, provided he/she fulfils all such conditions laid down in this and other ordinances as are applicable to him/her from time to time .

(ii) A candidate who has failed to obtain Grade B separately in the thesis and the viva voce. Test-shall not be permitted to re-appear at the examination as an ex-student.

(iii) In the case of an ex-student candidate the grades and Grade points obtained by him / her previously in (a) internal Assessment and (ii) thesis shall be, if these were at least the minimum required for a pass, as laid-down in clause 9 above, carried over for the purpose of his/her result at the subsequent examination.

(iv) An ex-student candidate shall be required to present himself/herself again before (i) a board of Viva voce examiners constituted as per the provisions of Examination.

11. The Registrar shall publish the results of the examination announcing the successful candidates and the overall grades obtained by them as soon as possible after the Examination is over but not later than the 60th day.
12. All candidates appearing in examination shall be required to abide by provisions and ordinance of the University and such other ordinance/ directives, if any, as are applicable to them.
13. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion and advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**14. Attendance**

- a) Candidates admitted to M.Phil. Full-time programme shall secure 75% attendance during the entire course, including short-term training programme, workshop, seminar, conference, etc. attended by them outside the University on the recommendation of the guide and with prior permission of the Head of University Department / Principal of affiliated college. The attendance may be calculated year-wise.
  - b) The Head of the University Department/Principal of affiliated college shall have the power to condone 10% of shortage of attendance and the condonation may be granted on the merit of the case. It cannot be claimed as a matter of right.
  - c) The Part-time candidates shall report to the guide at least thirty days in each year. This period may include holidays also.
  - d) Attendance for M.Phil. part-time candidates shall be maintained by the respective guides and submitted to the HOD once in six months.
  - e) The Part-time candidates shall take part in Departmental Seminars at least twice in a year.
  - f) If there is a shortage in attendance, due to availing of leave on medical grounds, the candidate's minimum period of research shall be extended accordingly, within the prescribed maximum period.
15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 34, of 2016****POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)****(Semester System)**

This Ordinance shall be applicable to candidates admitted for Post Graduate Diploma in Computer Application (PGDCA) degree course

1. The duration of the post graduate diploma in computer application shall be of one academic year, comprising of two semesters and a project work. The examination of the first semester shall ordinarily be held in the month of November/ December on suitable dates as fixed by Registrar of the university.

A supplementary examination for the first semester shall be held as decided by University the 2<sup>nd</sup> semester Examination will be held in April/May.

Maximum duration of course is 2 years from the date of first admission.

2. The candidates, who have passed the following examination of the University or an examination recognized University shall be eligible for admission to the first semester of course:-Minimum 45% Marks (40% for SC/ST/Other category) In B.Sc./B.A./B.Com./ B.E./M.Sc./M.A./M.B.A./M.Com.

**3. Admission Procedure**

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.
- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria

before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

e) The application form may be rejected due to any of the following reasons:

- The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

4. (a) A candidate shall be required to fulfill the following conditions for appearing in the first and second semester examinations:-

- (i) A good character certificate from the head of the department.
- (ii) 75% attendance of the full course of lectures delivered in each at par in practical, seminars, case discussion trip to computer centers etc.

(b) A deficiency in the attendance for the prescribe course (Lectures/ practical/seminars/case discussions/visit to computer centers etc.) may be condoned as per provision of Ordinance of the University for the purpose.

(c) A candidate shall be allowed to appear in the second semester examination only when he/she has passed the first semester examination.

5. A candidate, who has failed (or absented on exceptional cases) in the first semester examination may be provisionally allowed to attend the second semester course.

6. The Medium of instructions and examination shall be English/Hindi.

7. Every candidate shall be examined according to the scheme of examination of Ordinance of the University. The fees for each course shall be decided by Board of Management of University. The Number of seats in each course will be as per Statute 28.
8. The practical examination (including oral) shall be conducted by the two examiners i.e. one external to be recommended by the examination committee and one internal to be nominated by the head of the Department
9. (a) The subject of the project work Dissertation shall be approved by the Head of the Department of Computer Science & Applications.  
(b) The candidate shall be required to carry out their project viva voce Examination. Examiner will be appointed by the Department of Computer Science & applications or any other department as approved by the head of the department under the supervision of faculty member appointed by the head of the department  
(c) The candidate shall be required to submit three copies of the project report / dissertation with the certification from the supervisor. That the project work has been completed by the candidate himself / herself and he/she has attended the department of computer science and application or any other place of work for at least 60 hours In exceptional cases, the last date for submission of project report will be extended up to two months by the Vice-Chancellor on recommendations of the supervisor and head of the Department of computer science and applications.  
(d) The project report /dissertation shall be evaluated by a board constituted by the Vice - Chancellor, which may consist of the follow members:
  - (i) External examiner at Professor level,
  - (ii) Head of the dept. of computer science applications, and
  - (iii) The supervision of the concerned project work.
  - (iv) If the project report / dissertation is disapproved by the internal examiner I Board of examiners, the candidate shall be to resubmit his/her project report / dissertation with in a period of three month.

10. No candidate shall be allowed more than two attempt as an ex-student in particular semester. If a candidate does not succeed in this attempt too, he/she will have to leave this course.
11. Result of at who the higher examination but failing in back papers of lower examination will be with held till he clears the lower examination.
12. The standard of passing shall be following:  
In order to pass a PGDCA examination of any semester, a candidate must obtain at least. 40% of the maximum marks in each written paper
  - 1.40% of the minimum marks in each written paper
  - 2.60% of the maximum marks in seasonal work
  - 3.50% of maximum marks in practical examination
  - 4.50% of maximum marks in aggregation at the end of a academic session.
13. The Division will be awarded in First year of P.G.D.C.A. on the following basis. 75% of the aggregate and above: First division with honors  
69% of the aggregate and above: first division  
50% of the aggregate and above: Second division
- 14 Curriculum & related Regulations-  
The Curriculum & related regulation of PGDCA will be as per schemes approved by the Board of Management of the University
15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
16. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 35, of 2016****BACHELOR OF COMPUTER APPLICATIONS (B.C.A)****(3 YEAR DEGREE COURSE)**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Computer Applications (B.C.A.) course. The course shall be equally distributed over three sessions of one Year each. The basic structure of the Programme is given below.

**1. ELIGIBILITY**

For admission to B.C.A programme, the candidates should have passed Senior Secondary Examination on the pattern of 10+2 with Science and Commerce as main subject from a recognized Board of Education or an equivalent examination recognized as equivalent thereto by the University with at least 45% marks in aggregate. In case of SC/ST/Other category candidates the eligibility requirement is a minimum of 40% marks in aggregate.

**2. ADMISSION**

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.
- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application from may be rejected due to any of the following reasons;

- The candidate does not fulfill the eligibility conditions
- The prescribed fees is not enclosed.
- The application form is not signed by the candidate and his/her parent guardian, wherever required.
- Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

The intake will be decided as per Statute 28.

### 3. DURATION

- (a) The Duration of Course will be 3 years spread to 6 semesters.
- (b) A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

### 3. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- I. He/ She is not found qualified as per the eligibility criteria prescribed by the University.
- Or**
- II. He / She is found unable to complete the course within the specified period for completion of the course
- or**
- III. He / She is found involved in creating indiscipline in the School/Institute or in the University.
- or**
- IV. He/ She is involved in ragging

### 4. APPLICABLE FEES

- i All the fees including the course fee and the examination fee shall be as determined by the University from time to time, will be payable by the students at the beginning of each semester.
- ii Registrar will notify the quantum of fees payable and the schedule of registration before the start of each semester.

Fees once paid, and the student has started attending the classes, is not refundable in any



case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit at his discretion, an extension in the last date of payment of fees. However, all the students will be required to pay the prescribed fee before the start of examinations. In case any student has been allowed to appear for the examinations, the results of such student shall be withheld till all his dues are cleared

The subjects to be studied in different sessions of B.C.A. of 3 Years course shall be as per the schemes approved by the Board of studies of the University from time to time.

The Courses are Theory & Practical based. In the First and Second year approximately 60 hours of practical time is required and in the final year approximately [20 hours of practical time is required. A student will not be eligible to appear in the term end practical examination if the percentage of attendance in practical session falls below 75% Similarly a candidate will not be eligible to appear ' in the term end theory examination if his/her attendance in Regular classes is less than 75% However in deficiency of attendance, the coadunation will be as per ordinance of as per approval of Board of Management of the University for this proposal. .

Overall Grading: the final score for each course is computed by combining continuous evaluation score and term end examination score.

The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (Zero) marks. The requirement for passing a course would be at least 60% in continuous evaluation and 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the B.C.A.

In order to be able to appear for the term—end examination it is a necessary requirement that the students attend all classes according to the prescribed schedule. All the students will be required to give an undertaking to this effect and should it be later found that they had in fact not submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.

The practical examination will be of 1-5 hours duration depending upon the nature if practical Project Work: will required to be a combination of practical work and a project report would be expected to be of about 30 pages.

#### **5. Award of Degree:-**

Students successfully completing the programme shall be placed in various categories as indicated below.

**First division with distinction**

First division	75% or above
	60% or above and less than 75%
Second division	50% or above and less than 60%

Student having passed 10+2 examinations with Mathematics from any recognized University or Board shall be eligible for admission to the B.C.A. Programme. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**6. Attendance**

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
  - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
  - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. ‘
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid/ reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

7. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh. .

**ORDINANCE No. 36, of 2016****FIVE YEAR LAW COURSE (BA. LL.B. (HONS)**

This Ordinance framed as per rules/ regulations / guidelines laid down by Bar Council of India shall be applicable to candidates admitted for five years Law Course 'BA. LL.B. (Hons) General Rules:—

This Ordinance shall be applicable to candidates admitted for five year Law course BA.LL.B (Hons) degree

**Programme:—**

1. The Degree of Bachelor of law B.A.LL.B. (Hons) shall be a full time regular program comprise a course of study spread over a period of five academic years.  
Maximum duration to complete the course is seven years from the date of first admission.

**Admission:- -**

2. (a) Candidate seeking admission to the B.A. LL.B.(Hons) degree must have passed an examination in 10+2 course of examination in any discipline of M.P. Board of Secondary Education or any equivalent Examination from recognized Board with 45% marks. However for SC/ST/Other category candidates the aggregate marks will be 40%. NR1 can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate.
- (b) Duration of Course shall be of five Years spread to 10 Semester
- (c) The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

**3. Admission Procedure**

Admission under these courses will be made as follow:

- a) The University will issue admission notification in news papers on the University's website, notice board of the University and in other publicity media before the start of every cycle.

- b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

#### 4. Promotion Rules:-

Rules for promotion to the next semester and higher class of Five year degree course

##### (i) From odd semester to even semester :

A candidate shall who has appeared in the odd semester examination in any particular year shall be promoted to an even semester of the year, irrespective of failing in any number of theory paper and practical examination of that semester.

##### (ii) From even semester to odd semester

A candidate who has appeared in the even semester examination in any particular year shall not be - promoted to next semester and higher class, if he carries a backlog of more than two papers.

## III - VII

5. The minimum passing marks of each paper (Theory and Practical) shall be '40 marks and passing mark in aggregate ('Theory and Practical) shall be 50%.
6. The subjects and papers for each year of B.A.LL.B. (I-Ions) shall be prescribed by the faculty of Law on the recommendation of the Board of study. As per norms provided by BCI and UGC unless otherwise provided each paper will carry the written exam of 80 marks and internal assessment of 20 marks. The candidate will have to pass separately in written papers and internal assessment.
7. The minimum passing marks in each year examination shall be 50% in aggregate of all the papers and 40% marks in each individual paper. Division to successful candidate for the B.A.LL.B. degree will be assigned from total marks obtained at the B.A.LL.B. First year; Second year, Third year, Fourth year and Final year examinations i.e. all ten semesters as under. '

FIRST DIVISION WITH DISTINCTION: 75% more

FIRST DIVISION: 60% or above of the aggregate marks.

SECOND DIVISION: 50% or above of the aggregate marks.

8. Candidate appearing for B.A.LL.B. (Hons) examination shall have to answer the question in English or Hindi medium.
9. The rules are subject to change in accordance with the directives of Bar Council of India and instructions issued by Department of Higher Education, Govt. of MP. & UGC from time to time shall be adopted and notified by the University.
10. Regarding Attendance, merit list, condonation of deficiency etc will be as per Ordinance of University from time to time for this purpose.
11. Reservation as per M.P. Govt. norms.
12. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice—Chancellor may take a decision after obtaining, if ' necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice—Chancellor shall be final
13. Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
  - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
  - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. ‘
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

14. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 37, of 2016****DIPLOMA IN EDUCATION (D.Ed.) 2 YEAR DIPLOMA COURSE**

This ordinance shall be applicable to candidates for two years Diploma in Education (D.Ed.), following the norms rules and guideline of NCTE.

**(1) Duration**

The duration of, the programme shall be of two academic sessions / years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer /winter/ staggered) are available to the learners for guided / supervised instruction and face to face contact sessions.

**(2) Qualification**

Candidates seeking 'admission to this course must have passed. Senior Secondary (Class XII) or equivalent examination passed with minimum 50% marks.

**(3) Admission procedure**

Admission under this Course will make as follows:

- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in order publicity media before the start of every cycle.
- (b) List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will be informed directly of their admission after the last date of application.

The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally such candidates however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission unless the provisional admission granted to him will be cancelled.

(c) The application form may be rejected due to any of the following reasons:

- The candidates does not fulfill the eligibility conditions
- The prescribed fees is not enclosed
- The application form is not signed by the candidate and his/her parent guardian, wherever required
- Supporting documents for admission are not enclosed.

(d) Enrollment! Registration number will be assigned to the student by the University after verification & submission of all the necessary document and fees.

(e) Admission rules as framed by the University shall be applicable for all admission from time to time. Other norms laid down by State Council of Paramedical courses shall also followed.

#### **(4) Academic Year**

There will be two academic cycles every years, one from July to June and second from January to December.

#### **(5) Intake & Fees**

The intake and fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the Regulatory Commission.

#### **(6) Course Structure**

6.1 The Diploma in Education (D.Ed.) course shall consist of :

- a) Syllabus as prescribed by the University as per the guidelines of NCTE.
- b) Internship, lab work, practical, projects etc. as may be prescribed by the University.
- c) Such scheme of examination as prescribed, by the University from time to time.

6.2 The curriculum of the course shall be approved by the concerned Board of Studies and the Academic Council of the University.



**(7) Medium of Instruction and Examination**

The medium of Instruction and examination shall be either Hindi or English

**(8) Examination Scheme**

As-per Ordinance No. 5

**(9) Promotion to Next Year & Failed Candidate**

A candidate may provisionally continue his/her studies in second year after the examination of the first year in which he/she appeared is over.

If a candidate fails in not more than one paper of the first examination but clears all the remaining papers of that examination. He/she will be allowed to appear in the supplementary examination, which shall be conducted to keep the term (ATKT) and promoted to the next year. Examination shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.

Provided further, that if a candidate fails in more than one paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.

A candidate will be awarded diploma only in the year when he/she clear all the papers of both the year.

**(10) Allocation of Division**

- a) First Division with Honors :75% and above
- b) First Division: 60% and above but below 75%
- c) Second Division: 50% and above but below 60%

**(11) Merit List****(12) Maximum Duration of Completion of Course**

A Candidate has to complete the entire course of Diploma in Education (D.Ed.) within a maximum period of four year from the session of first admission.

**(13) Examination Centre**

University examination centers will be notified by the University.

**(14) General**

In matters of admission, attendance, and examination and in all other matters not provided in this Ordinance, the course shall be governed by the provision of the relevant ordinance of the same in the University so far as they are not inconsistent with the provision of this ordinance.

(15) Notwithstanding anything stated for any unforeseen issues arising, and not covered 'by this Ordinance, or in the event differences of interpretation, the Vice—Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**(16) Legal Jurisdiction**

All matters of any dispute shall be limited to Shivpuri court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

(17) The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 38, of 2016****BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (BHMCT)**

This ordinance framed as per rules / regulation / guidelines laid down by AICTE.

**1. Eligibility for Admission:**

10+2 or equivalent qualification, pass with at least 45% marks; relaxation for SC/ST/Other category candidates as per policy of Government of MP

**2. Intake: 60 seats****3. Reservation:**

Reservation shall be applicable as per State Government/University norms.

**4. Duration of the Course:**

4.(a) Duration of the Course leading to the Degree of Bachelor of Hotel Management and Catering Technology (BHMCT) shall be of four academic years, spread-over eight semesters i.e., two semesters in each academic year: July to December & January to June, respectively.

4.(b) Maximum duration to complete the course shall be 8 years.

**5. Admission**

a) Admissions to BHMCT Course shall be based on the merit of the Entrance Test/marks in qualifying exams.

b) Counseling: List of candidates shall be displayed in the official website of the University, along with time, date and place of counseling. The candidates, short listed for counseling, shall also be informed to this effect through counseling letters.

c) In any eventuality, if entrance test is not conducted for some reasons, the admissions shall be made on the basis of the performance of the candidates in their qualifying examination (i.e., marks obtained' in 10+2 or equivalent)

**6. Course Fee**

a) The course fee, subject to approval of the Regulatory Commission, is to be remitted annually, shall be prescribed by the University from time to time. Information to this effect will be specifically incorporated in the Admission Bulletin/Brochure of the concerned Academic Year. The course fee shall have to be remitted by the students in the beginning of every academic year on duly notified dates. Candidates failing to deposit the fee in time shall be liable for penalty, as

prescribed by the university.

b) The fee structure laid down in the Admission Bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission in the concerned academic year.

### **7. Teaching**

In each, except, Eighth Semester, there shall be actual teaching for a minimum of 90 days, excluding admission, preparatory and examination period. The Eighth Semester shall be devoted to Industrial Training and final preparation of Dissertation and Training Report.'

### **8. Medium of Instruction:**

Medium of Instruction in BHMCT course shall be 'English'. The condition of English medium has been laid-down in view of the industry 'requirement vis-a-vis better entrepreneurial employment opportunities for the incumbent students.

### **9. Attendance**

(a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.

(b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.

(i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.

(ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. '

(c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

### **10. Examination.**

(a) Sessional Examination/Internal Assessment: In every semester, 30 marks shall be assigned for internal assessment/sessional examination, in each theory and practical subject/paper. The subject teacher shall conduct two sessional examinations of 15 marks each, on a date notified at

least one week in advance. Students failing to appear in the sessional or obtaining less than 40% marks in the internal assessment of any paper shall not be eligible to appear in concerned semester examination. The department shall have to preserve the records of internal assessment at least for six months from the date of the commencement of the concerned semester examination.

(b) Semester Examinations (Written/Theory Examination): Examination of odd and even semesters shall normally be conducted during the month of December and May, in that order. The question paper will be set by examiners appointed by the Vice—Chancellor on the recommendation of the Board of Studies. The pattern of the question paper will be prescribed and duly notified by the University from time to time. The weight age of each theory paper will be 70 marks.

(c) Practical Examinations:

Practical examinations may be normally convened before theory examinations. However, in Unavoidable circumstances, practical examinations can also be held after theory papers.

(d) Preliminary Industrial Training (Ten Weeks): The Student shall have to undergo a ten weeks

Preliminary industrial training in a leading hotel/resort property, duly approved by the institute. Though the institute may help the incumbent students in arranging their training in suitable institutions, the sole responsibility, in this context, will rest on the students.

They will have to submit a comprehensive training report on the format prescribed by the Department, at least one month before commencement of the examinations. Alongside the training report, candidates shall also have to submit Logbook incorporating details of day-to-day training in clause 7, training is in 8<sup>th</sup> Semester.

11 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice—Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments / Institutions / Schools. The decision of the Vice—Chancellor shall be final.

12 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 39 of 2016****MASTER OF SCIENCE IN NURSING M. Sc. (NURSING)****2 Years Post Graduate Course**

This ordinance framed as per rules / regulation / guidelines laid down by the Indian Nursing Council., New Delhi, shall be applicable to the candidates admitted to M.Sc.(NURSING) course

**1.0 AIM AND OBJECTIVES****1.1 AIM****1.1.1**

The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse Specialists, consultants, educators, administrators in a wide variety of professional settings

**1.2 OBJECTIVES**

On completion of the two year M.Sc. Nursing programme, that will be able to:

- 1.2.1 Utilize/apply the concepts, theories and principles of nursing science.
- 1.2.2 Demonstrate advance competence in practice of nursing. Practice as a nurse specialist.
- 1.2.3 Practical as a Nurse specialist.
- 1.2.4 Demonstrate leadership qualities and function effectively as nurse educator and manager.
- 1.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research
- 1.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
- 1.2.7 Establish collaborative relationship with members of other disciplines.
- 1.2.8 Demonstrate interest in continued learning for personal and professional advancement.

**2.0 COURSE STRUCTURE**

The post graduate degree in nursing two year course herein after designated as M. Sc. (Nursing).

- 2.1 The duration of M.Sc. (N) Course shall extend over a period of two years consisting named

below:

- i. M.Sc. (N) I<sup>st</sup> Year
- ii. M.Sc. (N) II<sup>nd</sup> Year

### 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.
- 3.2 The minimum education requirements shall be the passing of B. Sc. Nursing I B.Sc. Hons. Nursing I Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
- 3.3 The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.
- 3.4 Minimum one year of work experience after Basic B.Sc. Nursing.
- 3.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
- 3.6 Candidate shall be medically fit.
- 3.7 5% relaxation of marks for SC/ST/Other category candidates may be given

### 4.0 CRITERIA FOR SELECTION

#### 4.1 Entrance/selection test

Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by University or competent authority.

### 5.0 COURSE DURATION

- 5.1 The complete duration of M.Sc. (N) course shall be two years.
- 5.2 The duration of each academic year of M.Sc. (N) 1 & II years shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

### 6.0 COURSE COMMENCEMENT

- 6.1 The commencement of 1st year M.Sc. (N) shall start during the period of July /August of every year.
- 6.2 Vacation shall be granted maximum four weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of M.Sc. (N) shall be as per scheme given as in Subsequent sequence. .

## 7.0 EXAMINATION

7.1 The medium of instruction and examination shall be English throughout the course of the study.

### 7.2 SCHEME OF EXAMINATION

#### First Year

Subjects	Theory		Practical		
	Hours	Internal	External	Hours	Internal
Nursing Education	3	25	75	50	50
Advance Nursing	3	25	75		
Nursing Research and	3		25 <sup>(7.4.3)</sup>	75	
Clinical Speciality - 1	3	25	75	100	100
Total		100	300	150	150

#### Second Year

Subjects	Theory		Practical		
	Hours	Internal	External	Hours	Internal
Nursing Management	3	25	75		
Dissertation & Viva				100	100
Clinical Speciality -II	3		25	100	100
Total		50	100	200	200

### 7.3 University Examination

7.3.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

7.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.

7.3.3 The University assessment marks for the theory subjects shall be out of 75 marks.

7.3.4 The University assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 Marks.

7.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.



7.3.6 Candidate who fails in any subject shall be permitted to continue the studies into the second year.

7.3.7 The candidate shall not be allowed to appear for the Second year examination till such time that he /she passes all subjects of the first year M. Sc Nursing examination.

7.3.8 A candidate failing in more than two subjects will not be promoted to the II<sup>nd</sup> year.

7.3.9 Maximum no. of attempts per subject is three (3) inclusive of first attempt.

7.3.10 The practical examination should be done for 4 hours of practical examination per student.

7.3.11 Maximum number of students should not exceed more than 10 students per day per specialty.

7.3.12 The examination should be held in clinical area only for clinical specialties.

7.3.13 Maximum number of candidates for all practical examination should not exceed 10 per day.

7.3.14 The dissertation examination should be minimum 30 minutes Viva—voce per student.

#### 7.4 Internal Examination

7.4.1 The internal assessment of the students is based on

Techniques	Weight age
• Two test	50
• Assignment	25
• Seminar / presentation	25

7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.

7.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 Marks.

7.4.4 The Practical examination marks for the internal assessment shall be out of 100 marks except Nursing Education shall be out of 50 Marks.

7.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

#### 7.5 Supplementary Examination

7.5.1 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

7.5.2 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September I October. There will be another Supplementary Examination at the time of Annual main examination.

7.5.3 Non appearance at an examination on grounds of sickness or otherwise will be treated as one of the three attempts

#### 7.6 Guidelines for Dissertation

7.6.1 Tentative Schedule for dissertation shall be as follows

7.6.1.1 Submission of the research proposal: End of 9th month of 1st year.

7.6.1.2 Submission of dissertation - Final: 'End of 9th month of 2nd Year.

#### 7.6.2 Qualification of Research Guide

7.6.2.1 Main guide: Nursing faculty / nursing expert in the same clinical speciality holding Ph.D. I M. Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.

7.6.2.2 Co-Guide: A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)

7.6.2.3 Guide: Students Ratio: Maximum of 1:4 (including as co—guide)

7.6.3 There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.

7.6.4 The research topics shall be approved by institutional research committee.

7.6.5 Administrative approval and ethical clearance should be obtained.

#### 8.0 CRITERIA FOR PASSING.

8.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

8.2 A candidate has to pass in theory and practical exam separately in each of the paper.

8.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

#### 9.0 DIVISION & MERIT

9.1 For declaring the rank aggregate of 2 years marks to be considered.

##### 9.2 Classification of results

i.	Distinction	75% and above
ii.	First Division	60%— below 75%
iii.	Second Division	50% — below 60 %
iv.	50% pass in each of the theory and practical separately.	

#### 10.0 ATTENDANCE

10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

## 11.0 APPOINTMENT OF EXAMINERS

- 11.1 Question paper setter / moderator / head evaluator / Examiner shall have minimum years experience after M. Sc Nursing working in any nursing. Institute conducting nursing courses can be appointed.
- 11.2 Practical examiner One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.
- 11.3 Evaluation of the Dissertation
  - 11.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.
  - 11.3.2 One internal and one external examiner (outside the University) should evaluate dissertation and jointly conduct viva-voce for each student.
  - 11.3.3 For Dissertation Internal examiner should be the guide and external examiner should be Nursing faculty / nursing expert in the same clinical specialty holding Ph.D. /M. Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

## 12 EVALUATION / RE-TOTALING

- 12.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/ or revaluation for the subject(s) applied.
- 12.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re—totaling rules and regulation of the PK University.

## 13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.
- OR
- 13.2 Candidate is not able to complete the course within the stipulated time as prescribed in 5.3
- OR
- 13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

## 14.0 SCHEME OF STUDIES

### 14.1 Annual schedule of studies

i. Available	-	52 weeks
ii. Vacation	-	4 weeks:
iii. Examination	-	2 weeks
iv. Gazetted holidays	-	3 weeks
v. Total weeks available	-	43 weeks
vi. 40 hours per week	-	1720 hours
vii. Total hours for 2 years	-	3440 hours

14.2 The subject to study in different academic year of M.Sc. (N) shall be as per the scheme given in subsequent sections

### Distribution of Hours FIRST YEAR

Paper No.	Subject	Theory	Practical
1.	Nursing Education	150	150
2.	Advance Nursing Practice	150	200
3.	Nursing Research and Statistics	150	100
4.	* Clinical Specialty - I	150	650
Total		600	1100

### SECOND YEAR

No.	Subject	Theory	Practical
5.	Nursing Management	150	150
6.	Nursing Research (Dissertation)		300
7.	* Clinical Specialty- II	150	950
Total		300	1400

\* Clinical Speciality - Medical Surgical Nursing (Cardio Vascular & Thoracic Nursing, Critical Care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nursing, Gastro - Enterology Nursing), Obstetric & Gynecological Nursing, Child Health Nursing (Paediatric), Mental Health Nursing (Psychiatric), Community Health Nursing

Note:-Educational visit 2 weeks.'

15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE No. 40, of 2016****GENERAL NURSING & MIDWIFERY (GNM) PROGRAMME****1. Admission to the Course:**

Admission to the GNM course shall be made in accordance to the Norms of Indian Nursing Council.

**2. Admission Schedule and Receipt of Fees:**

The admission schedule including last date for the receipt of admission forms and fees shall be fixed by the Vice-Chancellor from time to time.

**3. Eligibility for Admission:**

The eligibility criteria for admission shall be as under:

i. Minimum and Maximum age for admission will be 17 and 35 years. There is no age bar for ANM/LHV.

ii. Minimum education:

- a. 10+2 class passed preferably Science (PCB) & English with aggregate of 40% marks
- b. 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Elective or Health care Science- Vocational stream ONLY, passing out from recognized Board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board.
- c. 10+2 vocational ANM under CBSE Board or other equivalent board from the school and recognized by Indian Nursing Council.
- d. Registered as ANM with State Nursing Registration Council.

iii. Student shall be medically fit.

iv. Students qualified in 10+2 Arts or Science examination, or Health care Science- Vocational stream ONLY conducted by National Institute of Open School.

v. Student shall be admitted once in a year.

**4. Criteria for Selection**

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 4.2 Admission shall be based on merit of qualifying examination.
- 4.3 Candidate shall be medically fit
- 4.4 There shall be no upper age limit-for admission for trained Registered nurses.

**5. Duration of the Course:**

- i. The duration of the course shall be three and half years with Internship.
- ii. Maximum period to complete the course successfully should not exceed years from the date of admission.

**6. Course Commencement**

- 6.1 The commencement of first year GNM shall start during the period of July/August of every year.
- 6.2 Vacation shall be granted to the student as per Indian Nursing Council guideline.
- 6.3 The subject to be studied in different academic year of GNM shall be as per scheme given as in subsequent section.

**7. Syllabus:**

Syllabus of the course of GNM will be as per guidelines of Indian Nursing Council and as approved by the Board of Studies/Academic Council.

**8. Clinical Postings:**

Clinical postings will be according to master rotation plan in different clinical areas of hospital & community.

**9. Examinations:**

The examinations shall be held as per Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

The medium of instruction and examination shall be English throughout the course of study.

- 9.1 There shall be one annual University Examination at the end of each academic year in the month of May/June.

- 9.2 The external Examination for practical subject shall be as per the scheme of Examination
- 9.3 A minimum of 50% marks in theory and practical is required to clear the Examination.
- 9.4 A Candidate has to secure minimum of 33% in English (qualify examination). The obtained marks shall be not be added in grand total.
- 9.5 Maximum number of students for practical examination should not exceed beyond 15-20 per day.
- 9.6 All practical examinations must be held in the respective clinical areas.
- 9.7 The duration of theory examinations shall be Three hours.
- 9.8 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

## **9.2 Supplementary Examination:**

- 9.2.1 There will be only one mid-session Supplementary Examination by the University generally held in the month of September / October of each year. However those who clear the supplementary exam will appear in the main exam.

## **9.3 Internal Examination**

- 9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.
- 9.3.2 Internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignment and clinical performance.
- 9.3.3 The internal assessment marks for the theory subjects shall be out of 25 mark.s.
- 9.3.4 The internal assessment marks for the practical shall be out of 50 marks.
- 9.3.5 A candidate has to secure minimum of 50% marks in internal examination for qualifying/appearing in the external examination.
- 9.3.6 In case a candidate fails in any subjects there shall be provision of improvement in internal assessment marks and those marks will be considered in subsequent examinations.

## **10. Criteria for passing**

- 10.1 A Candidate has to pass in theory and practical exam separately in each subject.
- 10.2 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.
- 10.3 A candidate has to secure minimum of 33% in qualifying subject (English) for passing.

10.4 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).

10.5 A Candidate failing in any number of subjects will be promoted to the next year but the duration of completion shall not exceed then 6 years. '

10.6 Grace marks up to a maximum of 5 marks may be awarded to students who have fail in two Subjects but passed in all other subjects.

### 11. Division & Merit

- Distinction. - 75% and above in any subject (First attempt only)
- First Division — 60% and above in the aggregate of marks of all main subject.
- Second Division - 50% and above but less than 60% in the aggregate of Marks - of all main subjects.
- Pass- Shall be awarded to the candidate passing with Supplementary or more than one attempt

### 12. Setting of Question Papers:

The examiner(s) will set the question papers as per criteria laid down in the Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

### 13. Eligibility to Appear in the Examinations:

The following regular students shall be eligible to appear in the examination:

- i. The student should bear a good moral character.
  - ii. The student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical of the each subject for appearing in the examination.
  - iii. . The student must have 100% attendance in each of the practical areas before award of Diploma in GNM.
  - iv. The student must secure at least 50% marks of the total marks fixed for internal assessment in Each subject, separately.
14. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.



## उच्च शिक्षा विभाग

### मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 27 मई 2016

क्रमांक आर-107-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में, ए.पी.जे. अब्दुल कलाम निजी विश्वविद्यालय, इन्दौर के प्रथम अध्यादेश क्र. 01-78 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे

प्रथम अध्यादेश क्र. 01 से 78

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

#### DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

#### ORDINANCE

No. 1 of 2015

Faculties and Departments of Dr. A.P.J. Abdul Kalam University, Indore

The University shall have following faculties mentioned in column (2), Departments as mentioned in column (3) and name of courses / subject as mentioned in column (4)

Sr. No.	Faculty	Department	Name of the Courses /Subject Offered
(1)	(2)	(3)	(4)
1	Faculty of Physical Science	Department of Chemistry	Bachelor of Science / Master of Science/M. Phil / Ph. D. Pharmaceutical Chemistry
		Department of Computers	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Mathematics	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Physics	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Geology & Geosciences	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Forensic Science	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Economics	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Electronics	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Geography & Geoinformatics	Bachelor of Science / Master of Science/M. Phil / Ph. D.
2	Faculty of Life Science	Department of Botany	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Zoology	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Microbiology	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Biotechnology	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Environmental Science	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Fisheries	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Horticulture	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Seed Technology	Bachelor of Science / Master of Science/M. Phil / Ph. D.

		Department of Food Science Technology	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Biochemistry	Bachelor of Science / Master of Science/M. Phil / Ph. D.
		Department of Bioinformatics	Bachelor of Science / Master of Science/M. Phil / Ph. D.
3	Faculty of Education	Department of Education	Diploma in Education / Bachelor of Education / Master of Education / M. Phil / Ph.D. Integrated Programme B.Sc B.Ed/B.A. B.Ed Special Education (D.Ed/B.Ed/M.Ed)/ elementary Education
		Department of Physical Education	Bachelor of Physical Education / Master of Physical Education / M. Phil / Ph. D. Yoga- Certificate/Diploma
4	Faculty of Commerce	Department of Commerce	Bachelor of Commerce / Master of Commerce/ M. Phil / Ph. D. • Taxation • Computer Application
5	Faculty of Management	Department of Management	Bachelor of Business Administration / Master of Business Administration / Master of Applied Management / PGDM/ Hospital Management/ Ph. D./Diploma in Rural Development/Post Graduate Programme in Management
		Department of Hotel Management	Bachelor of Hotel Management & Catering Technology / Post Graduate Diploma CT & HM/Ph.D. Degree of Mater of Business Management (Power Management)
6	Faculty of Engineering and Technology	Department of Chemical Engineering	Diploma in Engg. (Full time & Part Time) & BE /M. Tech /Integrated Post Graduated Program/ Ph. D.
		Department of Computer Science Engineering & IT	Diploma in Engg. (Full time & Part Time) & BE /M. Tech /Integrated Post Graduated Program/ Ph. D. • Computer Science & Engineering • Information Technology • Computer Technology And Application • Cyber Security
		Department of Electrical Engineering	Diploma in Engg. (Full time & Part Time) & BE /M. Tech /Integrated Post Graduated Program/ Ph. D. • Electrical Engineering • Electrical & Electronics Engineering • Power System
		Department of Electronics Engineering	Diploma in Engg. (Full time & Part Time) & BE /M. Tech /Integrated Post Graduated Program/ Ph. D. • Electronics & Telecommunication Engineering • Electronics & Instrumentation Engineering • Electronics & Communication Engineering

			<ul style="list-style-type: none"> <li>• Bio-medical Engineering</li> <li>• Digital Communication</li> </ul>
		Department of Mechanical Engineering	Diploma in Engg. (Full time & Part Time) & BE /M. Tech /Integrated Post Graduated Program/ Ph. D. <ul style="list-style-type: none"> <li>• Mechanical Engineering</li> <li>• Automobile Engg.</li> <li>• Aeronautical Engineering</li> <li>• Industrial &amp; Production Engg.</li> <li>• Thermal Engineering</li> </ul>
		Department of Civil Engineering	Diploma in Engg. (Full time & Part Time) & BE /M. Tech /Integrated Post Graduated Program/ Ph. D. <ul style="list-style-type: none"> <li>• Civil Engineering</li> <li>• Structural Engineering</li> <li>• CTM (Construction Technology &amp; Management)</li> </ul>
		Department of Agriculture Engineering	B. Tech. (Agriculture)/M. Tech (Agriculture)
		Department of Aerospace Engineering	Diploma in Engg. (Full time & Part Time) & BE /M. Tech/ Ph. D.
7	Faculty of Computer Sciences & Application	Department of computer Application	Diploma in Computer Application/Bachelor of Computer Application /Master of Computer Application/ PGDCA/Ph. D.
8	Faculty of Social Sciences	Department of Social Science	Bachelor of Arts/Bachelor of Arts (HONS.)/ Master of Arts/ M. Phil / Ph. D. <ul style="list-style-type: none"> <li>• Economics</li> <li>• Political Science</li> <li>• Social Work</li> <li>• Sociology</li> <li>• Psychology</li> <li>• History and culture</li> <li>• Military Science</li> <li>• Anthropology</li> <li>• Philosophy</li> <li>• Computer Application</li> <li>• Mathematics</li> <li>• Statistics</li> </ul>
		Department of Library and Information Science	Bachelor of Library and Information science / Master of Library and Information Science / M. Phil / Ph.D.

9	Faculty of Humanities	Department of Humanities	Bachelor of Arts / Master of Arts / M. Phil / Ph. D. <ul style="list-style-type: none"> <li>English and Communication</li> <li>Hindi</li> <li>Foreign Languages</li> <li>Sanskrit</li> </ul>
10	Faculty of Law	Department of Law	LLB / Integrated Five Year Law/M. Phil / Ph. D./LL.M.
11	Faculty of Dental	Department of Dental	Bachelor of Dental Surgery / Master of Dental Surgery / Ph. D
12	Faculty of Medical Sciences	Department of Nursing	B. Sc (N)/M. Sc (N)/P. B. B. Sc(N) / GNM / ANM/ Ph.D.
		Department of Medical Science	Bachelor of Medicine and Bachelor of Surgery (MBBS)
		Department of Para Medical Science	<ul style="list-style-type: none"> <li>Diploma X-Ray (Technician / Radiographer)</li> <li>Diploma ECG Technician</li> <li>Diploma in Medical Laboratory Technician</li> <li>Diploma in Dialysis Technician</li> <li>Diploma in Ortho.&amp; Rehabilitation (N)</li> <li>Diploma in Operation Room (N)</li> <li>Diploma in Optometry</li> <li>Diploma in Physiotherapy</li> <li>PB Diploma in Neonatal Nursing</li> </ul> <u>DIPLOMA</u> <ul style="list-style-type: none"> <li>Diploma in Optometry</li> <li>Diploma in Pathology</li> <li>Diploma in Human Nutrition</li> <li>Diploma in Optometrist refraction</li> <li>Diploma in Optometrist contact Lenses</li> <li>Diploma in Ophthalmic Assistant</li> <li>Diploma in Clinical Biochemistry</li> <li>Diploma in Microbiology</li> <li>Diploma in Naturopathy</li> <li>Diploma in Anesthesia Technician</li> <li>Diploma in Respiratory Technician</li> <li>Diploma in Hospital Medical Record</li> </ul> Science <ul style="list-style-type: none"> <li>Diploma course in Sanitary Inspector / Public Health Inspector</li> </ul> <u>CERTIFICATE</u> <ul style="list-style-type: none"> <li>Certificate in Blood transfusion</li> <li>Certificate in Ortho Technician</li> <li>Certificate in Operation Theatre Technician</li> <li>Certificate in Health Inspector</li> <li>Certificate in Compounder (Homeopathy &amp; Biochemistry)</li> <li>Certificate in CT MRI</li> <li>Certificate in BCG Technician</li> <li>Certificate in Multi purpose Health worker</li> <li>Certificate in Dental Hygiene</li> <li>Certificate in Yoga</li> </ul>

			<ul style="list-style-type: none"> <li>• Certificate in Ultra sound Technician</li> <li>• Certificate in CYTO Technician</li> <li>• Certificate in Angiography Technician</li> <li>• Certificate in Dental Mechanism</li> </ul> <u>BACHELOR / DEGREE IN ALLIED HEALTH SCIENCES</u> <ul style="list-style-type: none"> <li>• Bachelor of Physiotherapy (BPT)</li> <li>• (B.Sc. M.L.T.)</li> <li>• (B.Sc. O.T. Technology)</li> <li>• (B.Sc. Cardiac Care Technology)</li> <li>• (B.Sc. Perfusion Technology)</li> <li>• (B.Sc. Neuro Science Technology)</li> <li>• (B.Sc. Renal Dialysis Technology)</li> <li>• (B.Sc. Respiratory Care Technology)</li> <li>• (B.Sc. Anesthesia Technology)</li> <li>• (B.Sc. Imaging Technology)</li> <li>• (B.Sc. Radiotherapy Technology)</li> </ul>
13	Faculty of Ayush	Department of Ayurveda	Bachelor of Ayurvedic Medicine and Surgery (BAMS) / MD (Ayurveda) / Ph.D.
		Department of Homoeopathy & Unani	Bachelor of Homeopathic Medicine and Surgery (BHMS) / Bachelor of Unani Medicine & Surgery (BUMS) / MD (Hom.) / Ph.D / Diploma / Certificate Electro Homeopathy Yogic Science
14	Faculty of Pharmacy	Department of Pharmacy	D. Pharmacy / B. Pharmacy / M. Pharmacy / Ph.D. <ul style="list-style-type: none"> <li>• Pharmaceutics</li> <li>• Pharmacology</li> <li>• Pharmacognosy</li> <li>• Pharmaceutical Chemistry</li> <li>• Quality Assurance</li> </ul>
15	Faculty of Vocational studies		Diploma, Certificate, Vocational Certificate, Vocational diploma and various Skills Development courses
16	Faculty of Architecture & Planning	Department of Architecture	B. Arch / M. Arch. / Integrated Post Graduate Program / Ph.D.
17	Faculty of Agriculture	Department of Agriculture	B.sc. (Agriculture)
Other Faculties and Department can be created as per the Decision of the Academic Council and after approval of the Governing Body of the University, subject to approval of the Regulatory Commission. List of Vocational Certificate & Diploma Vocational Course			

S. No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
<b>Faculty of Science</b>			
1	Diploma in Analytical Chemistry	1 Year	B.sc.
2	Diploma in Biotechnology	1 Year	12 <sup>th</sup> pass with Biology / Maths
3	Diploma in Computation	1 Year	12 <sup>th</sup> pass with Maths

	<b>Mathematics</b>		
4	Diploma in Tissue Culture and Organic Cultivation	1 Year	Graduation
5	Certificate in Tissue Culture	6 Months	Graduation
<b>Faculty of Home Science</b>			
1	Certificate in Cutting, Tailoring and Dress Making (CCTDM)	6 Months	10 <sup>th</sup> pass
2	Certificate in Fashion Designing	6 Months	10 <sup>th</sup> pass
3	Diploma in Interior Decoration	1 Year	12 <sup>th</sup> pass
4	Diploma in Arts & Crafts	1 Year	10 <sup>th</sup> pass
5	Diploma in Fashion Design	1 Year	10 <sup>th</sup> pass
6	Diploma in Fine Arts	1 Year	12 <sup>th</sup> pass
<b>Faculty of Education</b>			
1	Certificate in Early Childhood and Education	6 Months	10 <sup>th</sup> pass
2	Diploma In Nursery (Primary) Teaching & Training (NTT)	1 Year	10 <sup>th</sup> pass
3	Certificate in Primary Teaching (CPT)	6 Months	12 <sup>th</sup> pass
4	Certificate in Primary Curriculum and Instruction (CPC)	6 Months	12 <sup>th</sup> pass with Certificate in Primary Teaching (CPT) or Equivalent
5	Diploma in Teachers Training Education	24 Months	12 <sup>th</sup> pass
6	Diploma in Value of Social Responsibility	12 Month	12 <sup>th</sup> pass
7	P.G. Diploma in Value of Social Responsibility	12 Month	Graduation
<b>Faculty of Commerce</b>			
1	Diploma in Accounting & Auditing	1 Year	12 <sup>th</sup> pass with Commerce / Maths
2	Diploma in Banking	1 Year	12 <sup>th</sup> pass with Commerce / Maths
3	Diploma in Banking & Finance	1 Year	12 <sup>th</sup> Pass with Commerce / Maths
4	Diploma in Export Procedure & Documentation	1 Year	12 <sup>th</sup> pass with Commerce
5	Diploma in Financial Accounting (DFA)	1 Year	12 <sup>th</sup> pass
6	Diploma in Import-Export Management	1 Year	12 <sup>th</sup> pass
7	Diploma in Taxation	1 Year	12 <sup>th</sup> pass
<b>Faculty of Management</b>			
1	Diploma in Hospitality Management	1 Year	12 <sup>th</sup> pass
2	Diploma in Human Resource Management	1 Year	Graduate
3	Diploma in Personal Secretaryship	1 Year	12 <sup>th</sup> pass
4	Diploma in Retail Management	1 Year	12 <sup>th</sup> pass
5	Diploma in Security Guards Management	1 Year	12 <sup>th</sup> pass
6	Diploma in Entrepreneurship Development	1 Year	12 <sup>th</sup> pass

7	Diploma in Statistical Quality Control	1 Year	12 <sup>th</sup> pass
8	Diploma in Retail Management	12 Months	12 <sup>th</sup> pass
9	Diploma in Entrepreneurship	12 Months	12 <sup>th</sup> pass
10	Diploma in Management	12 Months	12 <sup>th</sup> pass
11	Diploma in Business Organization & Management	12 Months	12 <sup>th</sup> pass
12	Diploma in Sales, Marketing & Management	12 Months	12 <sup>th</sup> pass
13	Diploma in Industrial Relation & Personal Management	12 Months	12 <sup>th</sup> pass
14	Diploma in Human Resource Development	12 Months	12 <sup>th</sup> pass
15	Diploma in Production Management	12 Months	12 <sup>th</sup> pass
16	Diploma in Financial Management	12 Months	12 <sup>th</sup> pass
17	Diploma in Material Management	12 Months	12 <sup>th</sup> pass
18	Diploma in Export & Import Management	12 Months	12 <sup>th</sup> pass
19	Diploma Industrial Safety (Legal)	12 Months	12 <sup>th</sup> pass
20	Diploma in Advertising & Public Relations	12 Months	12 <sup>th</sup> pass
21	Diploma in International Business Management	12 Months	12 <sup>th</sup> pass
22	Diploma in International Marketing Management	12 Months	12 <sup>th</sup> pass
23	Diploma in Supply Chain Management	12 Months	12 <sup>th</sup> pass
24	Diploma in Hotel Management	12 Months	12 <sup>th</sup> pass
25	Diploma in Hospital Management	12 Months	12 <sup>th</sup> pass
26	Diploma in Construction & Constructional Safety	12 Months	12 <sup>th</sup> pass
27	P.G. Diploma in Agro Business Management	12 Months	Graduation
28	P.G. Diploma in Retail Management	12 Months	Graduation
29	Certificate in Retail Management	6 Months	10 <sup>th</sup> pass
30	P.G. Diploma in Fire, Safety & Disaster Management	12 Months	Graduation
31	Diploma in Fire and Safety Management	12 Months	12 <sup>th</sup> pass
32	Diploma in Fire Man	12 Months	12 <sup>th</sup> pass
33	Diploma in Textile Management	12 Month	12 <sup>th</sup> pass
34	Diploma Material Management	12 Month	12 <sup>th</sup> pass
35	Diploma in Event Management	12 Month	12 <sup>th</sup> pass
<b>Faculty of Engineering &amp; Technology</b>			
1	Certificate in Auto CAD	6 Months	Diploma in Engg. / Graduate in any Subject
2	Certificate in Diesel Engine Repairing (DDER)	6 Months	10 <sup>th</sup> pass
3	Diploma in Electrical Technician (DET)	12 Month	12 <sup>th</sup> pass
4	Diploma in Electronic Equipment	12 Month	12 <sup>th</sup> pass

	Maintenance		
5	Certificate in Hi-Tech Welding Technology (DHWT)	6 Months	10 <sup>th</sup> pass
6	Certificate in Industrial Safety	6 Months	10 <sup>th</sup> pass
7	Diploma in Industrial Safety & ISO 14000 Series	1 Year	12 <sup>th</sup> pass
8	Certificate in Inverter & UPS Repairing	6 Months	10 <sup>th</sup> pass
9	Certificate in Mobile & Telephony	6 Months	10 <sup>th</sup> pass
10	Certificate in Mobile & Telephony Instruments and Repairing (DMTIR)	6 Months	10 <sup>th</sup> pass
11	Certificate in Motor & Transformer Winding	6 Months	10 <sup>th</sup> pass
12	Diploma in Radio and TV Technician (DRTT)	12 Month	12 <sup>th</sup> pass
13	Diploma in Refrigeration and Air-condition	12 Months	12 <sup>th</sup> pass
14	Certificate in Stenography (Hindi/English)	6 Months	10 <sup>th</sup> pass
15	Diploma in Stereo & CD Player Repairing	12 Month	12 <sup>th</sup> pass
16	Certificate in Industrial Safety (Technical)	6 Months	10 <sup>th</sup> pass
17	Diploma in Fire, Safety & Disaster Management	12 Months	Gradation
18	Diploma in Fire and Safety Management	12 Months	12 <sup>th</sup> pass
19	Diploma in Sanitary Inspector	12 Months	12 <sup>th</sup> pass
20	Certificate in Sanitary Inspector	6 Months	10 <sup>th</sup> pass
21	Certificate in Power System Maintenance and Switching System	6 Months	12 <sup>th</sup> Pass
22	Certificate in AC/DC Motor Speed Controlling	6 Months	12 <sup>th</sup> Pass
23	Certificate in Panel Installation	6 Months	12 <sup>th</sup> Pass
24	Certificate in Electrical System Design	6 Months	12 <sup>th</sup> Pass
25	Certificate in Embedded System	6 Months	DIPLOMA
26	Certificate in MATLAB	6 Months	DIPLOMA
27	Certificate in VLSI (Verilog, VHDL, Tanner Tools, CADENCE, Mentor Graphics)	6 Months	DIPLOMA
28	Certificate in Automation (PLC, SCADA)	6 Months	DIPLOMA
29	Certificate in Robotics	6 Months	DIPLOMA
30	Certificate in Pro-E	6 Months	DIPLOMA
31	Certificate in Solid Work	6 Months	DIPLOMA
32	Certificate in Ansys/Catia	6 Months	DIPLOMA
33	Certificate in Mechtronics	6 Months	DIPLOMA
34	Certificate in Staad Pro	6 Months	DIPLOMA



35	Certificate in SAP	6 Months	DIPLOMA
<b>Faculty of Computer Science &amp; Application</b>			
1	Certificate in 'c' Programming	6 Months	10 <sup>th</sup> pass
2	Certificate in Computer Application	6 Months	10 <sup>th</sup> pass
3	Certificate in 'C++' Programming	6 Months	10 <sup>th</sup> pass
4	Certificate in Client Server Technology (CCST)	6 Months	10 <sup>th</sup> pass
5	Certificate in Computer Networking (CCN)	6 Months	10 <sup>th</sup> pass
6	Certificate in Computer Hardware & Networking	6 Months	10 <sup>th</sup> pass
7	Certificate in Computer Programming	6 Months	10 <sup>th</sup> pass
8	Certificate in Computerized Fashion	6 Months	10 <sup>th</sup> pass
9	Certificate in Computerized Financial Accounting	6 Months	10 <sup>th</sup> pass
10	Certificate in Desk Top Publishing (CDTP)	6 Months	10 <sup>th</sup> pass
11	Certificate in DTP with Computerized Design	6 Months	10 <sup>th</sup> pass
12	Certificate in Java Programming (CJP)	6 Months	10 <sup>th</sup> pass
13	Certificate in Laptop Repairing (CLR)	6 Months	10 <sup>th</sup> pass
14	Certificate in Library Automation	6 Months	10 <sup>th</sup> pass
15	Certificate in Ms Office (CMO)	6 Months	10 <sup>th</sup> pass
16	Certificate in Multipurpose Computer Technician	6 Months	10 <sup>th</sup> pass
17	Certificate in Multipurpose Electronics Technician	6 Months	10 <sup>th</sup> pass
18	Certificate in Object Oriented Programming Language	6 Months	10 <sup>th</sup> pass
19	Certificate in Office Automation & Internet	6 Months	10 <sup>th</sup> pass
20	Certificate in Software Testing	6 Months	12 <sup>th</sup> pass
21	Certificate in Web Design, Animation & Advertisement	6 Months	10 <sup>th</sup> pass
22	Certificate in Word Processing (Hindi / English)	6 Months	10 <sup>th</sup> pass
23	Certificate in Web Designing	6 Months	10 <sup>th</sup> pass
24	Diploma in Web Design	12 Month	10 <sup>th</sup> pass
25	Certificate in Cloud Computing	6 Months	10 <sup>th</sup> pass
26	Diploma in Computer Application and Programming	12 Months	12 <sup>th</sup> pass
27	Diploma in Multimedia and Animation Designing	12 Months	12 <sup>th</sup> pass
28	Certificate in Data Entry Operator	6 Months	10 <sup>th</sup> pass
29	Certificate in Oracle	6 Months	12 <sup>th</sup> Pass

30	Certificate in PHP	6 Months	12 <sup>th</sup> Pass
31	Certificate in Dot Net	6 Months	12 <sup>th</sup> Pass
32	Certificate in Cyber Crime	6 Months	12 <sup>th</sup> Pass
33	Certificate in Android Application	6 Months	12 <sup>th</sup> Pass
34	Certificate in Mobile Communication	6 Months	DIPLOMA
<b>Faculty of Media Studies</b>			
1	Diploma in Television Video Production	1 Year	12 <sup>th</sup> pass
2	Diploma in Mass Communication	12 Months	12 <sup>th</sup> pass
<b>Faculty of Social Science</b>			
1	Certificate in Human Rights	6 Months	Graduate
<b>Faculty of Humanities and Languages</b>			
1	Certificate in Communicative & Competitive Skills	6 Months	12 <sup>th</sup> pass
2	Certificate in Communicative English	6 Months	12 <sup>th</sup> pass
3	Certificate in Spoken English	6 Months	12 <sup>th</sup> pass
4	Certificate in Spoken Russian	6 Months	12 <sup>th</sup> pass
5	Certificate in Spoken Spanish	6 Months	12 <sup>th</sup> pass
6	Certificate in Spoken French	6 Months	12 <sup>th</sup> pass
7	Certificate in Spoken German	6 Months	12 <sup>th</sup> pass
8	Certificate in Spoken Japanese	6 Months	12 <sup>th</sup> pass
9	Certificate in Spoken Chinese	6 Months	12 <sup>th</sup> pass
<b>Faculty of Agriculture</b>			
1	Diploma in Agriculture	24 Months	10 <sup>th</sup> pass
2	Certificate in Agriculture	6 Months	10 <sup>th</sup> pass
3	Certificate in Horticulture	6 Months	10 <sup>th</sup> pass
<b>Faculty of Medical Science</b>			
1	Diploma in Physiotherapy (DPT)	1 Year	12 <sup>th</sup> pass
2	Diploma in Public Health and Hygiene	1 Year	12 <sup>th</sup> pass
3	Diploma in Yoga	1 Year	12 <sup>th</sup> pass
4	Diploma in Electro Homeopathy	1 Year	12 <sup>th</sup> pass
5	Certificate in Electro Homeopathy	1 Year	10 <sup>th</sup> pass
<b>Faculty of Ayush</b>			
1	Diploma in Electro Homeopathy	24 Months	12 <sup>th</sup> pass
2	Certificate in Electro Homeopathy	12 Months	12 <sup>th</sup> pass
<b>Faculty of Law</b>			
1	V.T. in information Security	6 Months	10 <sup>th</sup> pass
2	V.T. in Computer Cyber Law and	6 Months	10 <sup>th</sup> pass

Security			
3	Diploma in Cyber Forensics	12 Months	12 <sup>th</sup> pass
4	Diploma in Cyber Law	12 Months	12 <sup>th</sup> pass
5	Post Graduation Diploma in Cyber Law	12 Months	Graduate
6	Post Graduation Diploma in IPR	12 Months	Gradation
7	Diploma in Labour Law	12 Months	12 <sup>th</sup> pass
8	Diploma in Human Rights	12 Months	12 <sup>th</sup> pass
9	P.G. Diploma in Human Rights	12 Months	Graduate
10	Diploma in Social Welfare	12 Months	12 <sup>th</sup> pass
Faculty of Library Science			
1	Diploma in Library Science	12 Month	12 <sup>th</sup> pass
Faculty of Pharmacy			
1	Certificate in Nutrition & Nutraceuticals	6 Months	Graduation
2	Diploma in Drug Regulatory Affairs	1 Year	Diploma/Degree Pharmacy
Faculty of Physical Science			
1	Certificate in Forensic Techniques	6 Months	Graduation

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 2 of 2015****ADMISSION OF STUDENTS**

- (1) In this Ordinance, unless there is anything repugnant to the subject or context:
  - (a) "Qualifying Examination" means an examination the passing of which makes a Student eligible for admission to a particular year in a course of study leading to Bachelor's or Post Graduate Degree or Diploma or Certificate courses conferrable by this University.
  - (b) "Equivalent Examination" means an examination, which has been conducted by:
    - (i) Any recognized Board of Secondary Education, or
    - (ii) Any Indian university incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
    - (iii) Any foreign University / Board examination that has been recognized by Association of Indian Universities as equivalent to 10+2 stage qualification or Bachelor degree Programme.
- (2) A Student seeking admission to a Institute or University Teaching Department shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned will submit his/her application on the prescribed form to be obtained from the institution on payment of the prescribed fee.
  - (i) Provided that the reservation of seats and relaxation in percentage of minimum of marks wherever prescribed in respect of students belonging to Scheduled Castes, Scheduled Tribes and other categories shall be as decided by State Government from time to time.
  - (ii) Provided also that admission to courses related to Health Science shall be as per the applicable guidelines / instructions of Medical Council of India, Dental Council of India/India Nursing Council, Pharmacy Council of India & other regulatory bodies & Govt. of M.P., Directorate of Medical Educational (M.P.), AICTE & Directorate of Technical Education M.P.

- (iii) Provided also that eligibility Criteria / Norms of various courses shall be governed by the rules and regulation of the State Government / Central Government /U.G.C. / Regulatory Council (if Applicable and if any changes are made in eligibility Criteria / Norms by State .Government / Central Government /U.G.C. / Regulatory Council, these changes will be applicable to the respected ordinance after the approval of Academic Council
- (3) The list of admitted students in Medical & other related courses shall also be made available to MCI/DCI as well as to Director Medical Education Department, Govt. of M.P., the Regulatory Commission and AFRC within one week from the last date of admission.
- (4) The University shall follow the normal admission process to all courses, specified as below:-
  - (i) The University will issue the admission notification on the University's website, in newspapers, notice board of the University and in other publicity media before the commencement of new academic session.
  - (ii) List of candidates provisionally selected shortlisted for admission / shortlisted will be displayed on the notice board of University and University's website. Also, the students will be informed individually regarding their admission.
  - (iii) The candidates whose results of qualifying exams are awaited can also apply, and they will be admitted provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof of fulfilling required eligibility criteria before the due date, failing which; the provisional admission cannot be granted. The candidates so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
  - (iv) If a candidate admitted provisionally under sub clause (iii) mentioned above fails has not obtained the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him/her will be cancelled.
  - (v) The application form may be rejected due to any of the following reasons:
    - (a) The candidate does not fulfill the eligibility conditions.
    - (b) The Candidate has been debarred on disciplinary grounds from any colleges/ University/ Institution
    - (c) The prescribed fees is not paid.
    - (d) The application form is not signed by the candidate and his/her parent/guardian, wherever required.
    - (e) Required documents for admission are not enclosed.
  - (vi) Enrollment will be assigned to the student by the University after verification & submission of all required documents/fees.
  - (vii) Admission rules as framed by the University shall be applicable for all admissions from time to time and all the decisions shall be final.
  - (viii) A complete list of the students admitted in various courses will be submitted to the Regulatory Commission in soft / hard copies within 15 days of completion of admission.
- (5) The University shall follow the normal admission process to all courses, specified as below:-
  - The application for admission shall among others be accompanied by:-
    - (i) The school or Institution Leaving Certificate signed by the Head, of the Institution last attended by the student.
    - (ii) True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as non collegiate Candidate certificate signed by two responsible persons certifying the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya

Pradesh, or a University other than this University, he/she shall submit in addition to the School or Institution leaving certificate an eligibility or at Migration Certificate from the Secretary, or Registrar of such Board or University as the cases may be, together with immigration fee as decided by the University.

- (iii) For vocational courses, Certificate courses, non collegiate candidate, Diploma Courses, Post Graduation Diploma Courses the University will neither issue Transfer / Migration Certificate nor there is submission required.
- (6) (i) No Student shall be admitted to an institute for pursuing a course of study for the initial year of the first Degree under any faculty unless he/she has passed the final examination held under the Madhya Pradesh Madhyamik Shikshan Adhiniyam, 1965 (23 of 1965), (i.e. any recognized Board of Secondary Education) or an examination declared equivalent to such examination by the University or some other qualifying examination as may be prescribed from time to time. For admissions to Post-graduate courses, a candidate should fulfill minimum educational criterion decided by regulatory body from which an Institution/ University is recognized.
- (ii) No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he/she has passed the examination qualifying him/her to appear for the examination for which he/she will be appearing.
- Provided that a student who is eligible to appear at a Supplementary or second examination may be provisionally admitted, a subsequent higher class, but
- He/she shall revert to the lower class, if he/she is not declared as successful in such examination.
- (iii) No student migrating from any other University shall be admitted to any class in an Institution unless he/she has passed the examination, which has been declared by the University as equivalent to the qualifying examination for a student of the University.
- (iv) Without prejudice to the provision contained in sub-clause (iii) above, no student migrating from any other University shall be admitted to any class in an institute without the prior permission of the Board of Management, either by any general or special direction. Such permission is mandatory.
- (v) An applicant for admission to a course leading to a Bachelor's Degree shall not be admitted unless he/she is prepared to appear in all the subjects prescribed for the particular degree examination.
- (vi) Students who were earlier pursuing education from other Institutions/ Universities and have left studies in between and now wishing to pursue studies, will be given admissions in same / next class, subject to approval from Academic Council of the University and he / She should clear the subjects as per equivalency report of the University, provided there is scope of completing his/her Degree in prescribed time period. Such cases will be dealt as special cases & should complete their Degree in five years. This provision shall not be applicable to students who were expelled or rusticated from previous Institute on disciplinary ground or ragging issues.
- (7) No student who has passed a part of any degree / Postgraduate examination from another University shall be admitted to subsequent higher class for such examination in any institute without the approval of the Vice-Chancellor.
- (8) (i) Admission of students to various Institute will be done as per admission scheduled declared by the Vice-Chancellor. The Vice-Chancellor can make changes in the admission procedure.
- (ii) Candidates coming on transfer from other Universities due to the transfer of their Parents/ Guardians or any other genuine reason will be given admission beyond the last date for admission, subject to the provisions of 5(ii) & 5(iii).

- (9) A complete list of all students admitted to the institutions/ departments shall be forwarded by the Head of the Institute to the Registrar of the University by the last date (or as per the last date declared in the academic calendar of the University) with a Certificate that all admissions have been made as per University rules and that no exception has been made.
- (i) A student shall be enrolled as a member of an institute as soon as he/she is admitted by the Head of the Institution and has paid the prescribed fees.
- (ii) A student seeking admission to an Institution after the commencement of the Session shall be required to pay tuition fee, from July of the year/ or as directed by Academic Council of the University.
- (10) The Head of the Institute may permit a student to change his/her optional subject for a course with the approval of the Vice-Chancellor, within 30 days of start of the course.
- (11) A student migrating from one Institute to another under the jurisdiction of the University shall not be required to pay such installments of tuition fees if he/she has already paid in the Institution from which he/she is migrating.
- (12) A Student who is enrolled in the University may apply for a change, correction or alternation in one's own name or surname to the Registrar of the University along with prescribed fees, affidavit and required documents.
- (13) (i) If a student is found guilty of breach of discipline or misconduct within or outside the premises of University or an Institute or persistent idleness or has been guilty of misconduct, the Head of the Institute at which such student, is studying or the Vice-Chancellor / Registrar may according to the nature and gravity of the offence-
- (a) Suspend such a student from attending classes for not more than a week at a time, or
- (b) Expel such a student from the institution
- (c) Disqualify such a student from appearing at the next ensuing examination;
- or
- (d) Rusticate such a student.
- (ii) Before inflicting any punishment as aforesaid, the Head of the Institution shall Give the student concerned an opportunity of personal hearing and records the reasons in writing for inflicting the punishment.
- (iii) The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- (iv) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided if he is found innocent.
- (v) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student.
- (14) Reservation to SC/ST/Other categories students shall be observed as per rules of Government of M.P. Guidelines from time to time. Concessions/Scholarship to SC/ST/ Other Category candidates shall be relaxation given as per Government of M.P. Guidelines from time to time and as decided by Board of Management of University.
- (15) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors/Heads of the Institutions/ Departments. The decision of the Vice-Chancellor shall be final

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 3 of 2015****REGISTRATION OF STUDENT AND THEIR ADMISSION TO THE COURSES OF  
STUDY AND TEACHING METHODOLOGY**

- (1) For registration / enrollment in the University courses of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and University fees. The registration form will be forwarded by the head of the Institute to the Registrar of the University.
- (2) On receipt of the registration form at the University Institute the candidates will be allotted a temporary registration number.
- (3) The registration application form will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.
- (4) The application for admission of the student can be sent directly or through guidance centre or post or can be applied online. Any student from India or abroad seeking admission in the University can interact online with University. Mode of instruction of teaching of such student shall be decided by the Academic Council of the University.
- (5) The Validity of the registration of student for different course will be as under-

S. No.	Name of Courses	Maximum Validity Period (Year)
(1)	(2)	(3)
i	Certificate and one year Diploma course	2
ii	Two year Degree and Masters Degree course	4
iii	Three Year Degree Course	6
iv	Four year Degree Course	8
v	Integrated Post Graduate Course	10 & 12

- (6) Candidate who is pursuing a Degree course can take admission in a Diploma / Vocational courses of the University along with the Degree course as provided that the candidate may attend regular classes for both the degree and Diploma course and also that the university may have separate time schedule to meet the requirement.
- (7) No person who has been convicted by a court of justice and is undergoing punishment or is under expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
- (8) (i) A student who is registered with the University may apply for a change/Correction or alteration in one's own name or surname to the Registrar of the University with a fee as prescribed by University.  
(ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.  
(iii) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit and proof.  
(iv) The fees deposited by the candidate is non- refundable.
- (9) Teaching Days- Each Institution enrolling students for the degree/ diploma course shall ensure that the numbers of actual teaching days are not less than 180 in an academic year (90 days in a semester)

- (10) (a) Teaching methods of all the courses shall include one or more methods of teaching from – Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.

(b) For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching /learning will be adopted. These may include online teaching - learning, material availability, Webcasting, Podcasting, Online chatting with teachers, Online Discussion forums etc.

## DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

### ORDINANCE

No. 04 of 2015

### EXAMINATION IN GENERAL

#### PART – I

#### DEFINITIONS

- (I) In this Ordinance and in all other Ordinance and Regulations laying down conditions for Appearing in an examination of the University for a Degree or a diploma, either generally or for a particular examination, unless the context otherwise requires.
- (i) **"Regular Candidate"**:- means a person is admitted to a regular course of study in the university teaching Department (UTD) and /or Govt. of M.P. approved institution of higher learning recognized by the University or / other medium for attending classes and seek admission to an examination of the university or person who has a regular course of study in the university teaching Department (UTD) or a Govt. of M.P. approved institution of higher learning recognized by the University or other medium for attending classes and less than 75% attendance as regular candidate but performs/attend the if required practical classes organized on weekend / Holidays in the University Teaching Department (UTD) or at University constituent unit and seeks admission to an examination of the University as such.
- (ii) **"Ex-Student Candidate"** means a person who was admitted to an examination as regular candidate of this University and was not declared successful there at or was not able to appear in the examination though admission card was issued to him by the University and seeks admission again to the same examination;
- (iii) **"Failed Candidate"** means a student who could not get minimum marks to clear a subject or exam;
- (iv) **"Enrollment"** means the period for which a candidate's registration is valid;
- (v) **"Mode of Study"** means the Various ways of study in the University including Fulltime, Part Time" Sequential, By Research Be-learning, interactive Face to Face Workshop, through Webinar, or any higher innovative technological modes adopted by the university.
- (vi) **"Non collegiate"** means a person who seeks admission to an examination of the University otherwise than as a regular candidate or ex-student candidate.
- (vii) **"Recognized institution"** means as Govt. of M.P. approved institution of higher learning recognized by the University.
- (viii) **"Recognized teachers"** means such persons as may be recognized by the University for the purpose of imparting instructions in a college or an Institution that is constitute unit of the University



**PART – II****ADMISSION OF VARIOUS CATEGORIES OF STUDENTS  
TO UNIVERSITY EXAMINATION**

- (1) No candidate shall be permitted to appear in the University examination unless he/she is duly registered/ enrolled with the University & had paid all dues.
- (2) Duly filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach the designated center on or before the last date prescribed by the University. It will be the responsibility of the head of the institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
- (3) Registrar of the University or the Head of the institution can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory as recommended by the committee constituted for the inquiry between the time of submission of his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.
- (4) (i) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Head of Department who will forward it to the designated center after verification.  
(ii) An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/ paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer a different subject or paper.  
(iii) An Ex-student will be required to appear in the examination in accordance with: the syllabus specifying the scope of studies in different subjects in force in the University.
- (5) Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing. Provided that the Registrar / Head of Exam in action may, for sufficient reasons, require or allow a candidate to change his/her examination Center
- (6) A regular candidate shall submit his/ her application form with the form fees and examination fees that shall be forwarded by the Head of the Institution/ Head of the University Teaching Department or the school of the Studies so as to reach the Authority on or before the last date prescribed for the purpose by the University.
- (7) For each application, the Head of the Institution /Head of the University Teaching Department or School of Studies shall certify that the candidate:—
  - (i) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
  - (ii) He/she is of good conduct.
- (8) The Head of the University Teaching Department or School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- (9) No candidates shall be allowed to take the annual/term-end/semester examination unless he/she has:
  - (i) Attended at least 75% of lectures/ Practicals delivered. However, the Vice Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
  - (ii) Paid all the due fees and -

- (a) Obtained "No Dues" Certificates from the concerned Department/College.
  - (b) Submitted the Project Report/ Job Internship Certificate as notified by the Director/ Head/Principal.
  - (c) Received in-plant training as prescribed by the Principal /Head / Director.
- (10) No student shall be admitted to an examination of the University as regular candidate unless he/ she: -
- (i) Has been enrolled as a student in the University Teaching Department or constituent School of Studies/ Colleges in accordance with the provisions of the Ordinance.
  - (ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has undergone a regular course of study for that examination.
  - (iii) A Regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration certificate along with his/her enrolment application form on the scheduled date for enrolment of students and their admission to Course of Study, together with the migration and immigration fees as prescribed by the University from time to time.
  - (iv) The Controller Exam on the specific recommendation of the Principal/ Head of constituent / Institution, and if he is satisfied that an admission card has been lost or destroyed, may grant a duplicate admission card on payment of fees as prescribed by the University.
  - (v) Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.
- (11) In computing the attendance for fulfillment of the condition regarding completion of a regular course of study: —
- (i) Attendance at lectures delivered and Practicals, if any, held during the academic session, shall be counted.
  - (ii) Attendance at any lecture delivered or in practical held within fourteen days proceeding the first day of written examination which shall be treated as preparation leave, shall not be counted.
  - (iii) Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/Practical on the day of such camp and the day of journey to such camp.
  - (iv) Participation as a member of the APJAK University/College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating in them.
  - (v) For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent i.e. up to ten percent and a further five percent of the total number of lectures delivered and practicals held in each subject may be condoned by the Principal/HOD of constituent Institution and by the Vice Chancellor respectively.
- (12) Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University
- (i) Submit an application for an admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at the appropriate place, through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject/ subjects in which he desires to present himself for the examination.
  - (ii) Pay along with the application the fee prescribed for the examination concerned.

- (iii) Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University Teaching Department, School of Studies so as to reach the University on or before the last date prescribed for the purpose by the University.
  - (iv) For each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate:
    - (a) Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
    - (b) Is of good conduct.
  - (v) The Principal of a constituent College or the Head of University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding College dues, or does not return the College property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss within 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.
- (13) Admission of an Ex-Student candidate to an examination of the University.
- No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination: -
- (a) The statement of marks (in original) obtained by him in the said qualified examination issued by the University together with an attested copy thereof, or
  - (b) In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a Certificate from the HOD/Principal of the constituent College, last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
- (14) An ex-student candidate for an exam shall:
- (i) Submit through the forwarding officer i.e. the HOD/ Principal of the College wherein he has pursued a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE and specify therein:-
    - (a) Whether he is a entitled candidate for the examination.
    - (b) The subject paper or subjects and or papers in which he desires to appear for the examination.
  - (ii) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
  - (iii) Prescribed fee for the examination shall be paid through crossed bank draft drawn in favors of the Registrar of the University or in any other manner prescribed by the University.
  - (iv) An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subjects/papers offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper.
- An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
- (15) Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has pursued a regular course of study shall be appearing.

**PART — III****GENERAL CONDITIONS:**

- (1)
  - (i) No Candidate shall appear in more than one degree examination or for the Master's degree in one and the same academic year.
  - (ii) A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of concerned Chairman, Board of Studies and Dean of the Faculty may be admitted with the permission of Vice Chancellor to the next higher examination of the University for the degree provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
  - (iii) No person who has been expelled or rusticated from any College or University or has been debarred in appearing at a University examination, shall not be admitted to any examination during the period for which the sentence is in operation.
  - (iv) An application for admission to an examination received by the University after the last date notified by the University but not later than fifteen days after such last date. May be entertained on payment of a late fee prescribed by the University but not later than the fifteen days before the commencement of examination.
  - (v) Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases (such as diligence follows part of the candidate and that it would be a great hardship to the candidate if his application is rejected), allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.
  - (vi) A Candidate who has applied for Under Graduate Degree in any course will be awarded the Degree only when He / She passes the Diploma in Value of Social Responsibilities Examination once during his course curriculum. This provision is made to inculcate sense of responsibility in the candidate toward the society however no extra fee shall be charged for this diploma course.  
  
A Candidate who has applied for a Post Graduate Degree in any course will be awarded the Degree only when He / She pass the Diploma in Disaster Management Certificate Examination once during his course curriculum. This provision is made to trained the candidates to fight and overcome the unforeseen adverse circumstances/ natural calamities however no extra fee shall be charge for the diploma course.
- (2) The University shall issue an admission card in favor of a candidate, if: -
  - (i) The application of the candidate is complete in all respect and in order in accordance with the provisions applicable to him.
  - (ii) The candidate is eligible for admission to the examination, and the fees as prescribed have been paid by the candidate.
  - (iii) Where the practical examination is held earlier than the examination in theory paper, candidate shall not be deemed to have been admitted to the Examination until he is issued an admission card for appearing in the theory examination.
  - (iv) The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that:-
    - (a) The admission card was issued or permission was given mistakenly or the candidate was not eligible to appear in the examination.
    - (b) Any of the particulars given or documents submitted by the candidate in or along with the application for enrollment admission to a college/ Teaching

Department or School of Studies or an examination is to be found false or incorrect.

- (v) In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of HOD/ Principal/Superintendent Exams, grant permission to issue a Duplicate admission card on payment of fees prescribed by the University. Such card shall show in a prominent place the word "Duplicate".
- (3) A candidate shall not be allowed to enter in the Examination hall unless he produces the Admission Card before the Superintendent of the Examination Centre or the invigilator.
- (4) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and shall obey his instructions.
  - (i) In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or insolent behavior towards the Superintendent or any invigilator, the, concerned candidate may be excluded from appearing that day examination, and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the Center.
  - (ii) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the Centre or in its precincts endangering the personal safety of either of them or acts in a manner prohibiting the authorities in the discharges of their duties, the Superintendent may expel the candidate from the Center and may take police help.
  - (iii) If a candidate, brings any dangerous weapon within the premises of the examination centre he may be expelled from the Centre and/or handed over to the police by the Superintendent.
  - (iv) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer-book to Superintendent / invigilator or taking away his own answer book or walks out of the examination hall, the Board of Management or the Committee appointed for the purpose by the Board of Management may cancel the examination of the candidate.
- The Board of Management may cancel the examination of a candidate and/or debar him from appearing in an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering with the University records including the answer books, marks-sheet, result charts, degree, diplomas etc.
- (v) The Board of Management may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- (5) (i) The examination fee of a candidate who dies before appearing at the examination may be refunded to his guardian or his successor.
- (ii) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

- (6) (i) A candidate whose result has been declared may apply to the Registrar for retotaling and rechecking of any of his answer books in the prescribed form within 30 days of the declaration of his result. Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that, no revaluation shall be allowed in case of scripts of practicals, field work, sessional work, tests and thesis submitted in lieu of paper at the examination.
- (ii) Such application must be accompanied by fees as prescribed by the University.
- (iii) The result of the re-totaling / revaluation shall be communicated to the candidate.
- (7) A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by the University.
- (8) A person who is under sentence of expulsion or rustication from a University Teaching Department School of Studies or college or from the University or is debarred from appearing at examination of the University for any period of time shall not be granted a Migration Certificate during the period for which the sentence is in operation.
- (9) Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-
- (i) Marks list
- (ii) Migration Certificate.
- (iii) Degree Certificate.
- Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
- (10) The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance.
- (11) The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added in grand total.
- (12) The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus/syllabus for the examination concerned.

#### PART- IV

##### Examination Fee:

The Examination fees for various courses under semester system examination pattern will be decided by the University from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of Vice Chancellor will be final in all regards

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**  
**No. 5 of 2015**  
**CONDUCT OF EXAMINATION**  
**Part -1 General**

- (1) (a) All arrangements and recognition of online examination center for the conduct of Entrance test / Examination to be held by the University shall be made by the Examination Controller in accordance with such directions as may be issued by the Academic Council of the University
- (b) Examination controller with the approval of the Academic council can change the examination mode of Yearly / semester.
- (2) The Examination Controller shall prepare and duly publish a programme for the conduct of examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
  - (i) The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendent, if any, for the examination center and shall issue instructions for their guidance.
  - (ii) The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer books sent to him and shall render to the University office a complete account of used and unused question papers and answer books.
  - (iii) The Superintendent shall supervise the work of invigilator working under him and shall conduct the examination strictly according to the instructions issued to him by the University.
  - (iv) The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller about the conduct of Examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the CFAO of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.
  - (v) The Center Superintendent shall have the power to expel an examinee, from examination on subsequent days, on any of the following grounds:
    - (a) That the examinee created a nuisance or serious disturbance at the Examination Centre.
    - (b) That the examinee shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
    - (c) If necessary, the Superintendent of Examination may get police assistance. Where a candidate is expelled from examination the Examination Controller should be informed immediately.
  - (vi) Unless, otherwise directed, only teachers of Institutions, University Teaching Department, shall be appointed as invigilators by the Superintendent, provided that a teacher of the subject of the written examination at any session may not be an invigilator at such session of the examination.
- (3) It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the application for appearing at the examination. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the

examination his signature is obtained on the form and to make sure that it tallies with the one already on it.

- (4) The University may change the examination Centre of the examinees irrespective of Institution to which they belong anytime if it deems proper without assigning any reason thereof.
- (5) The Examination Controller may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, (must be supported by a certificate issued by a Medical Officer), provided that such an alternative person is possessing qualification of at least one class examination lower than the examinee concerned.
- (6) The University may from time to time appoint Supervisor or Flying squad to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the Centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- (7) The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- (8) The Vice-Chancellor may issue such General Instructions for the guidance of the Examinee, Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.
- (9) Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
- (10) (i) The Results Committee for each faculty shall consist of the following members-
 

Dean of concerned Faculty	Chairman
Chairman of Concerned Board of Studies	Member
One faculty of concerned Department /Examination Controller	Member
- (ii) Two members shall form a quorum.
- (iii) The term of the Results Committee shall be one academic year.
- (iv) The function of the Results Committee shall be as follows:
  - (a) To scrutinize and declare the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various-subjects are in conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in case the results is unbalanced.
  - (b) To scrutinize complaints against question papers and to take necessary action.
  - (c) To decide cases of candidates who answered wrong papers.
  - (d) To decide cases of candidates whose answer books were lost in transit.
  - (e) To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centers, Tabulators, Collators, Co-coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
  - (f) To exercise such other powers as the Board of Management may delegate to it from time to time.
- (11) The Vice Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.



- (12) If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Examination Controller.
- (13) Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Examination Controller who shall place the matter before the Board of Management.
- (14) Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the results'.
- (15) The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of Institutions of different faculties. If any cleared error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice-Chancellor shall have the power to rectify the same, as soon as possible.
- (16) No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of commencement of examination.
- (17) Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes.
- (18) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Examination Controller by the Superintendent.
- (19) The superintendent of an examination Centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination Centre during the hours of examination, in the following manner:
  - (i) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
  - (ii) The statement of the examinee and the invigilator shall be recorded.
  - (iii) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair means" to attempt answer within the remaining time prescribed for the examination.
  - (iv) All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be sent to the examiner by the Registrar/Controller Examination by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
- (20) The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar/Controller examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
- (21) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
- (22) (i) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the One who initially valued it.)

- (ii) The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
- (iii) If the revaluation marks deviate 20% more from the initial valuation, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
- (23) The cases of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Board of Management every year. The Committee shall consist of:
  - (a) One member of Board of Management, one of the Deans of Faculties, and one teacher, who is appointed in Academic Council nominated by the Board of Management
  - (b) One student who in the academic session immediately preceding was a member of any Board of Study, nominated by the Vice-Chancellor.
  - (c) The Board of Management shall appoint one of the members included under (a) to be the Chairman of the Committee.
  - (d) The committee shall after examining the cases, decide the action to be taken in each and report to the Board of Management all cases of the use of unfair means together with the decision of the committee of each case.
- (24) The remuneration of the Examiners, Superintendents, Assistant superintendents, Invigilators, Tabulators, and Collators shall be decided by the Board of Management from time to time. Deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.
- (25) All the records of examinations and results will be maintained by the university for three years from the date of results of the concerned examination.

**Common For All Discipline Except Where Statutory Council as Separate Norms**

**Part-II SEMESTER SYSTEM OF EXAMINATION FOR 3 YEARS GRADUATE COURSES**

(i.e. BA, B Sc, BBA, BCA, B Com, BHSc etc)

1. The three year degree courses at undergraduate level, except those for which the university has separate ordinances, will run on semester system. The courses shall be divided in six semester covering three academic sessions.
2. The provisions of this ordinance will be applicable to all the undergraduate courses being taught in School of Studies of Dr. APJ ABDUL KALAM UNIVERSITY, INDORE.
3. Admission to these courses will be made either on merit (to be defined by the University / constituent College) in qualifying examination or in the written entrance test held for the purpose.
4. The under graduate courses in semester system shall consists of:
  - (a) Courses (Theory papers) as prescribed by the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE
  - (b) Such job internship / lab work / practical / projects etc. as prescribed by the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
  - (c) Such other types scheme of examination as prescribed by the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
5. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the University/Central Board of Studies of concerned subjects from time to time.
  - (a) Examination of odd semesters shall ordinarily be held in the month of November / December and that of even semesters in the month of May / June.
6. There shall be no supplementary or second examination in semester system of the course of study.

7. If a candidate fails in two subjects in any one semester examination but clears all the remaining subjects of the examination, candidate will be allowed to keep the term (ATKT) and promoted to the next semester. Student will be allowed to appear and pass the ATKT paper in next two successive examination on of the same semester, along with the regular semester examination, and if student fails to pass the ATKT paper or fails to appear in next two successive examinations of the same semester, he will not be allowed to appear in subsequent semester examination, however, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails in more than two subjects in any semester examination, she / he will not be allowed to appear in subsequent semester examination. However, she / he may be allowed to appear as an ex-student in the next examination of the same semester. In no case the candidate will be given more than two ATKT other than the main examination, to pass a semester.

Provided further that the candidate will be permitted to appear in 5th semester only when she /he clears all the subjects / papers and practical of 1st & 2nd Semester. No Division shall be awarded up to 5<sup>th</sup> Semester. Candidate will be awarded degree in the year in which she/the clears all the papers and practical of 5th semester. In such situation, mark-sheet for each semester will be issued separately up to 5th semester with the result Pass / A.T.K.T. Once the candidate clears all the subjects of 6th semester, composite mark-sheet will be issued in the 6th semester with Division.

Provided further that if a candidate fails in two subjects in 6th Semester, an exemption will be made to this and she / he be permitted to take one repeat attempt examination in that subject along with the regular examination of these papers conducted by the university in an immediately subsequent semester beyond the stipulated time, limit of five years.

8. Rules for ATKT system as amended by the Govt. from time to time shall be made applicable in the University, however it is herewith made clear that there shall not be separate examination for ATKT students but they shall be allowed to appear in the ATKT paper/subject with regular semester examination.
9. If a candidate fails or remain absent in practical / CCE / Project / Internship of any subject or subjects will be treated as ATKT in that subject.
10. The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE, University Examination (Theory & Practical's both) and project work (if any) taken together at the end of sixth / final semester of examination.

75% and above	-	First Division with distinction with honors
60% or above	-	First Division
45% but less than 60%	-	Second Division
33% but less than 45%	-	Third Division

Provided the statutory bodies have prescribed different categorization regarding percentage requirements.

11. A candidate has to complete the entire course of under graduate degree within a maximum period of six/eight years respectively for three and four courses from the session of first admission in first semester of courses or as per ordinance of Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE for different course.
12. The Vice Chancellor Grace up to maximum of one mark will be given to pass in a paper in each semester and one mark for improvement in division in the final semester. However, in no case both the grace one for passing and other for division will be taken together as per ordinance of this university for grant of grace mark.
13. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

14. Notwithstanding anything contained in forgoing Para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.
15. In case of any dispute / ambiguity in semester system of examination / course the Vice Chancellor decision shall be final.

### **Part -III SEMESTER SYSTEM OF EXAMINATION FOR POST-GRADUATE COURSES**

1. The two year degree courses at postgraduate level, except those courses which have separate ordinances, shall be run on semester system. The courses shall be divided in four semesters covering two academic sessions. The first academic session will comprise of I and II Semester and second academic session III and IV semester.
2. The ordinance shall be applicable to all the post graduate courses taught in School of Studies of Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE
3. The Courses (M.A., M.Sc., M.Com, M.H.Sc.) of study shall be governed by the provisions of these ordinances.
4. Admission of these courses will be made either on merit (to be defined by the university / constituent College) in qualifying examination or in the written entrance test held for the purpose as and when required.
5. The Post-graduate courses in semester system shall consist of:
  - (a) Such courses (Theory Papers) as prescribed by the University Board of Studies of different subject.
  - (b) Such job internship 1/ lab work / practical / projects etc. as prescribed by the University Board of Studies of different subjects. .
  - (c) Such scheme of examination as prescribed by the University Board of Studies of different subjects.
6. No candidate shall be allowed to take the Semester Examination unless he/she has:
  - (a) Attended at least 75% of lectures delivered and practicals conducted in a particular semester. Deficiency in attendance can be relaxed as per Ordinance of University for this purpose.
  - (b) Paid all the dues including university course and examination fees before the last date of submission examination forms.
  - (c) Submitted the Job internship certificate/Project Report by the date notified by the Head/Principal of the college.
7. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the university/Central Board of Studies of concern subjects from time to time.
8. There shall be no supplementary or second examination.
9. If a candidate fails in two papers in any one semester examination but clears all the remaining papers of that examination, candidate will be allowed to keep the term (ATKT) to pass the aforesaid paper and promoted to the next semester. Student will be allowed to pass the ATKT paper in next two successive examination of the same semester, along with the regular

semester examination, and if student fails to pass the ATKT paper or fails to appear in next two successive examination of the same semester, will not be allowed to appear in subsequent semester examination, however, students may be allowed in all the papers as an ex-student in the next examination of the same semester. Provided further, that if a candidate fails in more than two papers in any semester examination, he will not be allowed to appear in subsequent semester examination. However, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester. In no case the candidate shall be given more than two ATKT, other than main examination, to pass a semester.

Provided further that the candidate will be permitted to appear in fourth semester only when students clears all the subjects / papers and practical up of 3rd Semester no division shall be awarded up to 3<sup>rd</sup> Semester. Candidate will be awarded degree in the year in which she / he clears all the papers and practical of 4th semester.

Provided further that if a candidate fails in 4th Semester, an exception will be made to this and she / he be permitted to take one repeat attempt examination in paper along with the regular examination of that paper conducted by the university in an immediately subsequent semester beyond the stipulated time limit of three years.

Mark-sheet for each semester will be issued separately up to 3rd semester with the result Pass / ATKT. Once the candidate clears all the subjects of 4th semester, composite mark-sheet will be issued in the 4th semester with the mention of Division also.

If the candidate gets a favorable report on project but fails in the project viva-voce examination she / he will not be required to submit the project report again, but she / he will have to pass the viva-voce examination in next examination of same semester.

10. Rules for ATKT system as amended by the Govt. from time to time shall be made applicable in the University.
11. If a candidate fails or remain absent in practical / CCE / Project./ Internship of any subject or subjects will be treated as ATKT in that subject.
12. A candidate shall not be required to appear in the practical / CCE / Project / Internship if he has already cleared in the main examination.
13. The Division shall, be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (both Theory & Practical's) and project work (if any) taken together at the end of sixth / final semester of examination.
 

75% and above	-	First Division with Honors
60% or above	-	First Division
48% but less than 60%	-	Second Division
36% but less than 48%	-	Third Division
14. A candidate has to complete the entire course of Post graduate degree within a maximum period of four years from the session of first admission.
15. Vice Chancellor Grace of maximum one mark will be given to pass in a paper in each semester (this will not accumulate) and one mark for improvement in division in the final semester.

The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the university.

**Part – IV Exam Regulations for Engineering/Technology Courses**

(Rules for passing, Condonation, Gracing and award of Class)

- (1) There will be one University Examination at the end of each semester.
- (2) These examinations will be designated as follows:

S.No.	Duration	No. of Semester
1	Two year Courses	4
2	Three Years Courses	6
3	Four Year Courses	8
4	Five and Half Year Courses	11
5	Six and Half Year Courses	13

- (2.1) The semester examination will generally be held in Nov-Dec. and May-June in each year.
- (2.2) There will be full examination at the end of each semester consisting of theory and practical.

**(3) PROMOTION TO HIGHER SEMESTER AND YEAR**

A candidate who has been admitted in the Engineering course will be promoted to the higher class in accordance with the following rules:

- 3.1 (a) A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

(b) A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

**Note:** The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

- 3.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 3.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical of all the subjects. For practical examinations one external examiner from outside the institute shall be appointed.
- 3.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher class.
- 3.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.
- 3.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 3.4 and 3.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)

- 3.7 Other than the provision of rule 3.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

(4) AWARD OF CREDITS AND GRADES

- 4.1 Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Board of Management. Only approved courses can be offered during any semester.

- 4.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic council and Board of Management of the University.

- 4.3 The distribution of weightage / marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council and Board of Management of the university subject to such stipulation as given under

i. Theory

a) Quizzes, assignments and regularity-	10%
b) Mid-semester test-	20%
c) End- semester examination-	70%
<b>Total</b>	<b>100%</b>

ii. Practical

a) Lab work performance, quizzes, assignments and regulatory	-	40%
b) End - semester examination	-	60%
<b>Total</b>		<b>100%</b>

- 4.4 Practical training and project work shall be treated as practical subjects.
- 4.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.
- 4.6 Each student, registered, for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

## Credit Based Grading System

Grade	Grade Point & % Marks range (based on absolute marks system)	Description of Performance
A+	10(91-100)	Outstanding
A	9(81-90)	excellent
B+	8(71-80)	Very good
B	7(61-70)	Good
C+	6(51-60)	Average
C	5 (41-50)	Satisfactory
C	5(50 only)	Satisfactory (for M. Pharma)
C	5(46-50)	Satisfactory (for B .Arch)
D	4(40 only)	Marginal (for PG Courses except M. Pharma)
D	4(31-40)	Marginal (For UG & Diploma Courses)
D	4.5 (45 Only)	Marginal (for B. Arch)
F	0	Fail
I	0	Incomplete
W	0	Withdrawal

- 4.7 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average Point (CGPA) shall be as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

Here,  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, n$ , are the number of semesters in that course.

- 4.8 The grade sheet at the end of each even semester examination for students of A-B group (odd semester, for students of B-A group) shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in para 6.9 of this ordinance.



- 4.9 A candidate appearing in seventh semester after eighth semester (B-A group) will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.
- (5) **CONDONATION OF DEFICIENCY**
- 5.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- 5.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice Chancellor in the B.E. examination. This benefit will not, however, be available to a candidate getting advantage under clause 5.1.
- (6) **AWARD OF DIVISION**
- 6.1 Division shall be awarded only after the eighth (Seventh semester for candidates of B-A group) and final semester examination based on integrated performance of the candidate for all the four years as per following details: -

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	A First division with Honors
$6.5 \leq \text{CGPA} < 7.5$	First division
$5.05 \leq \text{CGPA} < 6.5$	Second division

- 6.2 The conversion from Grade to an equivalent percentage in a given academic program shall be according to the following formula applicable:

$$\text{Percentage marks scored} = (\text{CGPA Obtained} \times 100) / 10$$

(7) **CLASS TESTS & SUBMISSION OF MARKS:**

- Normally two class tests shall be conducted for a subject as prescribed. The average of two tests shall be taken for computing marks obtained out of maximum marks prescribed for a class test.
- If a candidate appears for only one test & remains absent for the other test, his test marks shall be calculated on the basis of rule above considering the marks of the test in which he remains absent as zero.
- In case a candidate remains absent for both the tests, zero marks shall be communicated to the Board & he shall not be shown absent in the Mark sheet.
- The aggregate of test marks in each subject shall be converted into total marks for the sessional head as per the teaching & examination scheme of the prescribed course.

**Note:** No request made by any candidate for holding any retest for reasons of his being absent due to any reason shall be entertained.

(8) **STANDARD OF PASSING**

To pass an examination a candidate must obtain minimum of passing marks separately in each theory paper, practical, oral and term work and any other head of passing as mentioned in Teaching and Examination Scheme of the course. While deciding minimum marks required for passing, fraction of a mark shall be omitted. The theory, practical, oral and term work shall be separate heads of passing.

## (9) RULES OF ATKT FOR ADMISSION TO NEXT HIGHER SEMESTER / YEAR

A candidate passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester/ year.

A candidate with ATKT shall be eligible for admission to the next higher semester/year as shown in table given below:

Table for deciding ATKT Status

Total Number of Subject	Minimum number of subject required to pass	Maximum number of failure subjects allowed for availing benefit of ATKT
1	1	0
2	2	0
3	2	1
4	3	1
5	4	1
6	4	2
7	5	2
8	6	2
9	6	3
10	7	3
11	8	3
12	8	4
13	9	4
14	10	4
15	10	5

\*Subject head without passing requirement shall not be considered as a subject for this purpose

## (10) AWARD OF CLASS

(A) There shall be four grades for award of class at an examination.

- First Class with Distinction (I DST)

A candidate shall be declared to have passed the examination in First class with Distinction, if he obtains 75% or more of the total marks.

- First Class (I)

A candidate shall be declared to have passed the examination in First class, if he obtains 65% or more but less than 75% of the total marks.

- Second Class (II)

A candidate shall be declared to have passed the examination in Second class, if he obtains 45% or more but less than 65% of the total marks.

- **Pass Class (Pass)**

A candidate shall be declared to have passed the examination in Pass class, if he obtains marks less than 45% of the total marks but greater than the minimum percentage for passing, or he has availed exemptions as per Automatic exemptions:

A candidate, whose overall result is "Fail / ATILT / FT", shall earn automatic exemption at the subsequent examination, in the subject or passing heads in which he has passed.

A candidate shall be declared to have passed the examination leading to award of Diploma in first class with distinction if he secures 75% or more marks at the final year.

- **Grace Marks**

(a) **Grace Marks for Subject Passing:**

A candidate shall be given maximum 3 marks as grace marks to remove the deficiency in securing minimum passing marks in case the subject consists of theory or theory plus test examination. Benefit of grace marks shall be given on aggregate marks of theory subject required for passing.

Benefit of grace marks shall not be given twice in a subject.

A candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and /or practical including oral covering not more than two subjects, such deficiency in marks, would be condoned provided the candidate has secured at least 50% marks.

(b) **Grace Marks for Awarding Class.**

(c) If a candidate falls short of maximum 1 or 2 marks to obtain examination to obtain 75% marks (i.e. First Class with Distinction) or 60% marks (i.e. First Class) or 45% marks (i.e. Second Class), such deficiency shall be made up by adding Maximum 1 or 2 marks to the examinations to the total marks obtained by the candidate in an examinations.

(d) **Carrying Forward Marks of Ex-Candidates for Exemptions:**

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course, in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class at par with other successful candidates. Marks obtained in class tests will also be similarly carried over to the subsequent examination.

(e) **Result of a Candidate Appearing Simultaneously For Two Examinations**

The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he passes the last but lower year examination. The marks secured by the candidate shall be declared on Institute copy of result sheet with WFLY result in result column. The Principal should inform the marks of final year to the candidate who is eligible to apply for verification and/or to fill up examination form for improvement of marks wherever applicable. However, if such a candidate has failed in the final year examination he shall be so informed.

The A.T.K.T. / supplementary examination shall be as decided by Board of Management of the University

(f) **Improvement of Performance:-**

A candidate who has passed the final year examination leading to award of Degree, at his option, shall be permitted to reappear at the same examination to enable him to improve his performance within a period of one year. For this purpose, candidate will have to obtain permission from the Board of management prior to submission of examination form, which shall be accepted as per schedule declared by the Board of management. However, this facility shall not be available in case the Board of management has discontinued the question papers of the related scheme. This provision shall not be applicable to Post Degree courses.

The Candidate so permitted shall:

- (i) Forfeit the Degree awarded earlier, certificate of marks, original latest leaving certificate and other documents he is entitled to for having passed the final year examination for which he opts to reappear and improve his performance.
  - (ii) Be entitled to reappear as an ex-candidate of same Institute where he was previously studying and his previous marks other than the theory subjects shall be carried forward.
  - (iii) Be required to reappear in all the theory subjects of final year examination, at any one of next two consecutive examination, Sac, candidate shall be permitted to avail only one chance to improve his class performance in either of two immediate consecutive examinations.
- 11 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

#### **ORDINANCE**

**No. 6 of 2015**

#### **AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES**

The University shall give awards with a view to augmenting academic interest and activities among the students. The fellowship, scholarship, medals and stipends will be awarded every year on the basis of results of annual examinations, subjects to the provisions here in.

- (1) The University shall invite the applications through an advertisement in the newspapers For the awards to be made, in the month and time to be fixed by the Board of Management.
- (2) All award of Research, Scholarships, Fellowship and other scholarships shall be made on the recommendation of the Academic Council by the Board of Management.
- (3) The duration and value of the Scholarships instituted by the University will have the following conditions-
  - (i) The fellow/ scholar will do whole time research work under an approved guide on a subjects approved by the University:
  - (ii) The fellow/ scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during the period. He may, however, undertake teaching assignments of not more than ten hours a week in the institution, where he is working without accepting any remuneration.
  - (iii) The leave conditions for the fellow/ scholar will be decided by the Board of Management of the University.
  - (iv) The scholar shall not join any other course or appear in any examination after commencing work under the scholarships.
  - (v) Provided that on the recommendation of the guide the Vice-Chancellor may permit the scholar to join any other course and appear in an examination there for.
  - (vi) Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problem of research without supplicating for a degree.

- (vii) Unless permitted by the guide to work for a specified period at some other place, the scholar shall be required to attend the institution, where he is to work, on all working days.
- (viii) If any information submitted by the scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
- (ix) If at any time it should appear to the University that the progress or conduct of the scholar has not been satisfactory, the scholarship/fellowships may be suspended or withdrawn.
- (x) The scholar/ Fellow shall be required to pay the fees prescribed by the University.
- (4) If two or more candidates are eligible for the award of Scholarship, the scholarship shall be divided equally between the candidates concerned.
- (5) The scholarship shall be tenable from the 1st of July if the scholarship holder joins the institution within one month of date of opening of the session after the summer vacation and paid the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidates join the institution.
- (6) A scholarship holder shall not combine any other course of study with the course for which the award is made.
- (7) The payment of Scholarship shall be made only, on receipt of scholar's receipted bills duly countersigned by the Head of the Institutions where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institution regularly in that month.
- (8) The withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the University.
- (9) A scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 60% marks in the previous examination of the concerned Master's Degree of Arts, Science, Life Science and Commerce 65% marks Management in Engineering.
- (10) If scholarship holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the month of March and April shall be paid only if the Head of the Institution certify that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the final examination, if the scholar passes the previous examination with the requisite marks in the succeeding year in the first attempt.
- (11) A scholarship holder shall at all times be of good behavior and observe all rules of discipline.
- (12) A scholarship shall be liable to termination if-
  - (i) The scholarship-holder discontinues studies during the middle of a session; or
  - (ii) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the option of the Board of Management guilty of a breach of this ordinance; and if the Board of Management so directs, the scholarship- holder shall also be liable to refund the amount of scholarship drawn by him.
  - (iii) The order of termination by the Board of Management shall be final.
- (13) University Gold & Silver medals shall be awarded only on the basis of the results at annual examinations or extracurricular activity participant for representing University.
- (14) University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Board of Management from time to time.

- (15) Any dispute arising out of the provisions of this Ordinance or any of the matters requiring an interpretation on decision shall be referred to the following committee. The Committee will send its recommendation to Chancellor for approval. Chancellor has power to approve or reject the recommendation of Committee.
- (i) The Vice Chancellor Chairman
  - (ii) One Nominated Member of Board of Management.
  - (iii) One Nominated Member of Chancellor.
- (16) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

#### **ORDINANCE**

**No. 7 of 2015**

#### **DISCIPLINARY ACTION AGAINST THE STUDENTS**

- (1) Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student and of the University.
- (2) (i) When a student has been guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying should inform the Vice-Chancellor/Registrar. The Vice Chancellor, depending upon the nature of gravity of the offence student may -
- (a) Suspend such a student from attending classes for not more than a week at a time, or
  - (b) Expel such a student from his institution;
  - (c) Disqualify such a student from appearing at the next ensuing examination; or
  - (d) Rusticate such a student.
- Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (ii) The Head of the institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
  - (iii) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
  - (iv) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student.
- (3) All students pursuing a course of studies at the University Teaching Departments shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rules and regulations of the University framed and notified from time to time.

- (4) Any violation of the code of conduct or breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (5) The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:-
  - (i) Disobeying the teacher or misbehaving in the class;
  - (ii) Quarrelling or fighting in any University building or in the campus among them;
  - (iii) Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus;
  - (iv) Satirizing or writing or slogans or any material, making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the university administration.
  - (v) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers, officers or employees of the University.
  - (vi) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
  - (vii) However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the proctor in this ordinance,
- (6) There shall be a Proctorial Board consisting of a Proctor and such number of joint proctor as the Board of Management may decide from time to time.
- (7) The Proctor and Joint Proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two years at a time.
- (8) **Power and duties of Proctor**
  - (1) The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to his knowledge and which in his opinion call for disciplinary action.
  - (2) The Proctor may delegate any of his powers to Joint Proctor. In the absence of Proctor the senior most Joint Proctor shall act as Proctor and shall have all such Powers to Proctor.
  - (3) In the opinion of Proctor, the act of indiscipline requiring action if it is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
  - (4) If in the opinion of Proctor, the breach of discipline is of a serious nature he may refer the case for investigation to the Proctorial Board, Proctor and Joint proctor or any two Joint Proctor shall constitute the quorum for sittings of such investigation.
  - (5) There shall be a Discipline Committee consisting of the following
    - (i) Proctor - Convener
    - (ii) Dean, Student Welfare
    - (iii) Professor incharge of Student Union
    - (i) Joint Proctors
    - (ii) Warden of the Hostels & Joint Wardens
    - (iii) President of Student Society (if any)
    - (iv) Two other students nominated by Vice-Chancellor
    - (v) One of the Joint Proctor will be nominated by the Proctor as Secretary of the Discipline Committee.

- (6) The Discipline Committee shall ordinarily convene meeting once in each academic year and it shall review general situation regarding discipline in the university and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.
- (7) All punishment awarded to the students shall be recorded in a register to be maintained by the Proctor. The Register shall be permanent record of the university and shall contain such details as may be prescribed and approved by Board of Management.
- (8) Certificate regarding Character and Conduct of student of the University Teaching Departments may be issued to him by the Proctor. However, in the case of a student who has been awarded punishment three or more times by the Proctor himself or on the recommendation of the Proctor, the fact that he was so penalized shall be mentioned in the certificates of character and conduct to be issued by the Proctor. The Certificates of Character and Conduct issued by the Proctor shall be the only valid Certificates of the University in that regard.
- (9) If the Proctor finds that in any incident of disturbance or breach of peace, certain persons who are not in the rolls of the University are involved or are likely to be involved he may send recommendation to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. So the notification issued under this paragraph in force entry into the campus of persona/ debarred from entering the campus shall be an act of criminal trespass and shall be dealt with accordingly.

**(9) RAGGING:**

a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students

g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

The Anti-Ragging Committee shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.



- (10) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

**ORDINANCE**

**No. 8 of 2015**

**PAYMENT OF REMUNERATION FOR EXAMINATION WORK**

- (1) The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per decision of Board of Management of University.
- (2) The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
- (3) In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

**ORDINANCE**

**No. 9 of 2015**

**CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES/  
INSTITUTIONS & UNIVERSITY TEACHING DEPARTMENT/ COLLEGES UNDER  
UNIVERSITY**

1. With reference to the decision of the sponsoring body of DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE, taking over the management of following institute which are situated in the University Campus of the University as constituent University Institutes of the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE, subject to the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, as amended from time to time.

The following shall be the University Institutes

1. Central India Institute of Technology, Indore
2. RKDF School of Engineering, Indore
3. Central India Institute of Pharmacy, Indore
4. Central India Institute of Pharmacy (Diploma), Indore
5. RKDF Institute of Pharmaceutical Sciences, Indore
6. RKDF Institute of Pharmacy, Indore
7. Sri Satya Sai Pharmacy Research Institute, Indore
8. Central Institute of Technology (Polytechnic), Indore
9. Central College of Professional Studies, Indore
2. The University Teaching Department will be as mentioned in ordinance.
3. The above mentioned departments/Institutes will be governed by the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE and their decision shall be binding upon it. All administrative, Academic and financial powers would be vested with constituent Bodies, Boards and Authorities of the University. The College would work as a Teaching Department of the University.

4. As soon as the above mentioned institutes admitted to the privileges of the University as its Constituent institutes all its assets and liabilities, the movable/immovable property with entire land, roads and buildings etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE and concerning corporate account. The University will not be bound to pay any cost towards this property. The decision regarding sale, mortgage or major alteration of the existing movable and immovable property these institutes would be taken after the approval of the Sponsoring body. All provision of this Para is subject to the provision of relevant Act / Laws of the country/State.
5. The departments of the above mentioned institutes would henceforth be called the University Teaching Department of the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

The Principal of the Institute will be the Director of the Institute.

6. Objects of declaring as Constituent University department/University Institute:-  
The following shall be object of declaring as constituent colleges / Polytechnics
  - a. To provide the desired quality Academic and Administrative Leadership for the further expansion of the institution.
  - b. To create a desired environment and develop a framework to pursue a path of Excellence in Higher Education.
  - c. To lay a firm and everlasting foundation for growth of Quality Technical Education in the Institution.
  - d. To develop the institution as a model for Curriculum Innovation and Examination Reforms, development of professional and moral values in the faculty, students and the staff.
  - e. To foster the growth of well-informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
  - f. To facilitate synergic partnership with the Industries of the state and the country for further qualitative growth.
  - g. For transforming technical education into a vibrant and dynamic system.
  - h. To foster Research Culture and promote industrial consultancy.
  - i. To foster international and national collaboration for academic programme for research and development.

#### 7. MANAGEMENT OF THE CONSTITUENT INSTITUTION

For all purposes, the sustenance and development of the constituent institution shall be a responsibility of the university. In fulfilling its responsibility, the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE shall:—

- a. Recruit and develop faculty of the constituent institution,
- b. Investment in the development of the institution,
- c. Encourage revenue generation in the institution through various means,
- d. Formulate the institution budget and manage its finance provide Good Governance to the institution

#### 8. STATUS OF THE STUDENT'S COURSES

All the students admitted after proper functioning of the University as per the Act 2007 shall be treated as the students of the University, Constituent University department/University Institute.

All the courses of the concerned institution admitted to the privileges of the university, shall be continued and treated as the courses of the University department/University Institute.

**CAMPUSES UNDER DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE:**

Following Campuses & courses will be under DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

S. No.	Course Name	Existing Institute	Name of Proposed Department/School
1.	B.E., M. Tech, MBA, MCA	Central India Institute of Technology, Indore	College of Engineering
2.	B.E., M. Tech, MBA, MCA	RKDF School of Engineering, Indore	School of Engineering
3.	B. Pharma, M. Pharma	Central India Institute of Pharmacy, Indore	College of Pharmacy
4.	Diploma Pharmacy	Central India Institute of Pharmacy (Diploma), Indore	College of Pharmacy (Diploma)
5.	B. Pharma, M. Pharma	RKDF Institute of Pharmaceutics Sciences, Indore	School of Pharmacy
6.	Diploma Pharmacy	RKDF Institute of Pharmacy, Indore	School of Pharmacy (Diploma)
7.	B. Pharma, M. Pharma	Sri Satya Sai Pharmacy Research Institute, Indore	Institute of Pharmacy
8.	Diploma Engineering	Central Institute of Technology (Polytechnic), Indore	College of Polytechnic Engineering
9.	BA/BCOM/BSC/BBA/BCA	Central College of Professional Studies, Indore	College of Professional Studies

**a. Co-operation & Collaboration with other Universities & Institutes of Higher Education**

The Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE shall be signing MOU with National and International level Institute and Universities for Co-operation & Collaboration for higher Education.

The Co-operation/ Collaboration Shall be for

- (1) Skill upgradation of Faculty members.
- (2) Running for Twin Courses program at Graduate & Postgraduate Level.
- (3) Exchange/partnership of different Degree Programs.
- (4) Articulation programme with Indian/Foreign Universities under proper MOU.

**b. Dual degree programme with Indian/Foreign Universities with similar scheme of education under MOU.**

**c. Opening of "Centre of Excellence" in different field of technical studies in co-ordination with industries to maintain adequate Industry-Academia relationship.**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 10 of 2015****RESIDENCE OF STUDENT**

The University Premises has Hostel facility for students. The Condition for providing residence facility is as under:-

**GENERAL**

1. These rules may be called the rules for Hostels of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE (M.P.).

2. These rules shall be applicable to all the Hostels of the University.

**ADMISSION**

3. Application for admission to hostel shall be made on the prescribed form available at hostel office/office of the DSW on payment of fees as prescribed. The duly filled application form should reach hostel/DSW office before the prescribed date.

4. Incomplete or wrongly filled application forms shall not be considered.

5. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.

6. After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.

7. Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.

8. No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.

9. The parents of the students shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.

10. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in other course in the university his/her admission in the hostel shall be considered afresh.

11. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.

12. Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.

13. Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.

14. Music systems/radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.

15. Students shall cooperate in keeping the Hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.

16. Hostellers shall be responsible for the security of their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.

17. In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah/Chowkidar of the hostel. Local guardians/parents of girl hostellers may telephone the hostel warden and not the girls directly after 7: 00 pm in case of emergency.

#### **FEES, RENTS & OTHER CHARGES**

18. Hostellers shall pay a monthly rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).

19. Every students admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the course/degree.

20. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

#### **CANTEEN**

21. The facility of mess /canteen shall be provided by the University on payment basis; cooking is strictly prohibited in the hostel.

22. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

#### **HOSTEL ROOM AND ALLOTMENT**

23. The following priority is fixed for providing accommodation in the University Hostel.

(a) Undergraduate boys/ girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.

(b) Physically Handicapped Students.

(c) SC / ST / Other category of Students.

(d) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.

(e) Local students (staying within 15 kilometers from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.

(f) All Hostel students residing in the hostel shall be required to submit an undertaking as per Proforma approved by Dean Student welfare.

#### **ATTENDANCE**

24 Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-

25. Attendance time for girls during summer -19: 00 h and for winter 18: 00 h.

26. Attendance time for boys - 21: 00 h.

#### **HOSTEL MANAGEMENT COMMITTEES**

27. There shall be Hostel Management Committee, Standing committee for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running

of the hostel. The term of the committee shall be one year, which may be extended by the Vice-Chancellor for another year.

(a) Hostel Management Committee

The Committee shall comprise:

- |   |   |          |
|---|---|----------|
| (i) Dean Student Welfare                            | — | Chairman |
| (ii) Chief Wardens and all Warden                   | — | Member   |
| (iii) One Student's representative from each hostel | — | Member   |
| (iv) One Dean nominated by the Vice-Chancellor      | — | Member   |

(b) A Hostel Disciplinary Committee

There shall be a Hostellers Disciplinary Committee to deal with student's indiscipline and misconduct defined in the Hostel ordinance:

- |  |   |          |
|--|---|----------|
| (i) Dean Student Welfare                       | — | Chairman |
| (ii) One Dean nominated by the Vice-Chancellor | — | Member   |
| (iii) Warden of concerned hostel               | — | Member   |
| (iv) Chief Proctor                             | — | Member   |

(c) Hostel Committees

There shall be a Hostel Committee in every hostel nominated / elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The Committee shall consist of the following—

- |  |   |          |
|--|---|----------|
| (i) Hostel Warden  | — | Chairman |
| (ii) One hostel student representative approx. for 20-25 | — | Member   |
| (iii) One hostel Prefect and one-Associate Prefect for   | — | Member   |

various functions like food, health and extracurricular activities.

### MISCONDUCT & INDISCIPLINE

28. Gambling of any kind and use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.

29. Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.

30. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.

31. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.

32. Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.

33. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers. In exigencies all hostellers shall vacate their room at given order/time by the Vice-Chancellor/Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.

34. Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.

35. No meeting shall be held in the hostel premises without the prior permission of the warden.

36. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W/Registrar/V.C. Also hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel.

37. There shall be no ragging what so manner / form i.e. Introduction etc. A breach of this rule shall be severely dealt with up to rustication.

**Note:** For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

### **RAGGING**

As per ordinance no. 07 clause 09.

### **DISCIPLINARY ACTION**

38. Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.

39. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of Good Samaritan.

40. Resort to any form of strike by the hostellers without following the legally provided remedial channels/procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/university.

41. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action. Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.

42. In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar / Vice-Chancellor in writing.

43. Any hosteller found guilty of ragging indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/university.

44. No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.

45. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 11 of 2015****DOCTOR OF PHILOSOPHY (Ph. D.)****(Ordinance as per UGC Regulation 2009)**

The Ordinance shall be called "Ordinance" Governing Doctoral Degree. The ordinance will be governed on such rules & regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time.

**1. Eligibility for Enrolment for Doctor of Philosophy (Ph.D.)**

- 1.1** Candidate for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree in the relevant subject with at least 55% marks or an equivalent grade of the University, a deemed University or any other University incorporated by any law for the time being in force and recognized by the University:

5% relaxation for SC/ST/Physically disabled candidates

Provided that a candidate who has at least seven years experience of research/teaching With at least five papers published in standard journals, may be permitted to get registered for Ph.D. degree, even if he/she posses minimum 50% mark at Master's degree.

- 1.2** A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he/she has obtained his/her Master's or Bachelor degree in Engineering/ Technology/Applied Sciences or other streams. Provided that, research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's or Bachelor degree in Engineering/Technology/Applied Sciences or other streams, shall be decided by the Academic Council.

- 2.** A candidate must apply for registration for Ph.D. degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

(i) His/her Qualification and experience;

(ii) Proposed subject/discipline along with the relevant faculty in which he/she proposes to work.

(iii) Proposed title of the Ph.D. thesis

(iv) Name of the supervisor (along with; name of Co-Supervisors, if any)

(Strictly from the University list of approved Supervisors & Co-Supervisors) under whom he/she wishes to work and the place/places at which he/she wishes to carry on investigations together with the consent of the Supervisor and Co-Supervisor.

(v) Certificate of qualifying the UGC/CSIR/DST/National or State Level Fellowship/NET/GATE/GPAT/SLET, if any

(vi) Letter granting teacher's fellowship, if any.

(vii) Address, Contact number, mobile number, email- id & other contact details.

**3. Availability of Seats**

Depending upon availability of Supervisor/Co-supervisor the number of seats shall be decided, provided that

- (i) A Supervisor shall not have at a time, more than 08 Ph.D. Scholars as supervisor and 06 Ph.D. Scholars as a co- supervisor in case of a Professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. Scholars as co-supervisor in case of others, in any university/Research Centers



in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.

(ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

#### 4. Admission Procedure

(1) The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:

(i) To prepare panel of names of papers setters in various subjects and submit them to the University.

(ii) To arrange for entrance test.

(iii) To arrange for interview.

(iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.

(v) To resolve problems, if any.

(a) Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT/SLET/NET/M.Phil. shall be admitted directly without the entrance test.

(b) Candidates who have been awarded teachers fellowship by statutory bodies for doing Ph.D. degree shall also be admitted directly without the entrance test.

(c) All other candidates will be selected through entrance test.

#### 5. Structure of Test

Entrance test will be conducted on following:

Duration

Two Hours

Question Paper

Part I Research Methodology

Part II Related Subject

#### 6. Interview and Allotment

(1) Each student shall have to appear in an interview. The interview board shall consist of the following members:

(i) Vice Chancellor or his Nominee as Chairman

(ii) Dean of School.

(iii) One of the Chairman of relevant (Board of Studies) to be nominated by the Vice Chancellor.

(iv) One of the recognized supervisors in the University Teaching Department in the subject to be nominated by the Vice Chancellor.

(v) One subject expert to be nominated by the Vice Chancellor.

One third of the total members shall complete the quorum. However, presence of the subject expert shall be essential. If the Dean of School is not available, the Vice Chancellor may then appoint a Senior Professor of any University Teaching Department as member.

(2) The interview shall be conducted in the University Teaching Department.

(3) The Candidates shall be called for interview in the following order

(i) Candidates who have qualified UGC/CSIR/DST/National or State level Candidates who have been granted teacher fellowship by a statutory body.

- (ii) Candidates who have been granted teacher fellowship by a statutory body.
- (iii) Candidate according to merit list of the entrance examination.
- (4) At the time of interview, the candidates are expected to discuss their research interest/area, choice of supervisors and co-supervisor (if any).  
For the candidates belonging to category as mentioned in para 6(3) (i& ii), 100% weightage shall be on the interview. For the candidates mentioned in para 6(3) (iii), the weightage of the interview marks shall be 40 percent where as 40 percent weightage shall be given to the written entrance exam conducted as per para 5 and remaining 20 percent weightage shall be given to aggregate of qualifying P.G Examination.
- (5) The allotment board then shall finalize the list of the names of the candidates admitted to the Ph.D. in the concerned subject.
- (a) The candidates in category (i) of sub-para 6 (3) above shall be admitted first, secondly the candidates in category (ii) shall be admitted in that order. In these categories if there are more than one candidate having equal marks, then merit shall be decided according to the percentage of marks at the qualifying PG examination.
- (b) As far as possible, the allotment board shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any and shall also approve the proposed title of the thesis however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committee (RDC). The candidate may, however, be allowed to take another chance for allotment in next admission process if he does not want to change the preferences in the first instant.
- (6) The admission process must be completed by the last date for admission decided by the University for the Doctoral Courses.
- (7) A merit list shall be prepared on the basis of entrance test and interviews as mentioned in para 6(4) and shall be declared as the result of the entrance examination by registrar
- 7. Fees  
Registration fee for Ph.D. programme is to be paid to the University at the prevalent rates as announced by the University from time to time. The total programme fee must be paid before submission of Ph.D. thesis.
- 8. Course work:  
(a) After having been admitted, each Ph.D. student shall be required to undertake course work of one semester. The course work shall be treated as pre -Ph.D. preparation. The course work must comprise:-  
(i) Research Methodology, which may include quantitative methods and computer application  
(ii) Review of published research in the relevant field.  
(a) The coursework shall be conducted in the University Teaching Departments/ Colleges/Research centre as approved. By the Vice Chancellor.  
(c) A combined course work for M.Phil/and Ph.D. students may be conducted for a single/group of subjects wherever possible.  
(e) As candidate shall be declared to have successfully completed the course, if he/she obtains minimum 45% passing marks separately in (a) 'i' and 'ii' above. The course work shall be evaluated by the Examiners as approved by the Vice Chancellor.
- 9. Research Centre  
A candidate may pursue his research work for Ph.D. degree in the University Teaching Department in the subject concerned,

OR

Research Centre i.e. an organization of National or International repute (NIIT/IIT other academic institutions of national importance/Research Organizations of Government/reputed corporate establishment with established R R&D Laboratories etc.), recognized as a research Centre by the

Academic Council: Provided that a M.O.U. shall have to signed between the University & the Institute/Organization.

(a) After the MOU, the candidates may also be allowed by RDC to pursue research work at an industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D Centre and shall be recognized for this purpose by the Board of Management of the University.

(b) A candidate permitted to work in such Industry as stated in above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry, such supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.

(c) Candidate may also be permitted to work by RDC in research establishment of repute like CSIR Labs / DRDO Labs or Labs of repute established by Central Government and after MOU signed by the University with such establishment.

(d) A candidate permitted to work in such Research Establishment, stated in above para; shall also be required to take at least one supervisor/co-supervisor from the Establishment. Such supervisor/co-supervisor should be scientist/Director of the R&D Centre not below the rank of Associate Professor of the University.

#### 10. Supervisor/Co-supervisor

(a) The person recommended as supervisor / co-supervisor to guide the research scholar must be:-

(i) A Professor in a University Teaching Department of the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

OR

(ii) An Associate Professor or Reader in a University Teaching Department of the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

OR

(iii) An Assistant Professor or lecturer of an University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute and has at least five years teaching experience after Ph.D.

OR

A Director/scientist/professor/or an equivalent cadre in an organization of State/National/international repute not below the rank of an Associate professor of the University; working as regular employee and who has published at least five papers in peer reviewed standard journals of repute.

#### 11. RDC

(1) After successful completion of Pre Ph.D. course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of thesis (finally decided by candidate) duly forwarded by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with signatures of candidate, supervisor, co-supervisor and Head of the institution on each of the copy on each of the page.

(2) The candidate shall be required to make an oral presentation of the proposed work before the Research Degree Committee (RDC) consisting of the following members:-

- (i) Vice Chancellor or his nominee-Chairman.
- (ii) Dean of the School concerned.
- (iii) Chairman, Board of Studies of the subject in the School.
- (iv) Head or One Professor of the University Teaching Department or in the case of non-availability of professor, one Associate Professor of the University Teaching Department of the subject.
- (v) One external subject expert of the rank of University Professor to be appointed by the Vice Chancellor, ordinarily out of a panel of 5 experts given by the Dean of the school concerned. External expert and two other members shall form the quorum.

**Note—** (a) On the request of the supervisor, Vice Chancellor may permit him to be present as an observer during the oral presentation of his candidate.

(b) No. T.A and D.A shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.

The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor. Submitted under section II of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor/co-supervisors. The committee shall also prepare a list for approved supervisors/co-supervisors, along with their specializations as per provision of this Ordinance. This list shall be available with the Registrar.

- (3) After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s (if any), and place of research work, the candidate shall be registered for Ph.D./degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) to the university.
- (5) If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.
- (6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 months time. The dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated, in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.
- (7) If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.
- (8) If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the Registrar. In such case, only the caution money deposited by the candidate shall be refunded.

## 12. Period for submission of thesis

(a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months after successfully completion of course work at the research centre and not later than five calendar years from the date of registration. In case a

candidate does not submit his/her thesis within five calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Kulpati, if the candidate applies for extension at least one month before the expiry of registration period together with a fee as prescribed by the University. In case the candidate does not submit his/her thesis within the extended period, his/her registration shall stand automatically cancelled.

Provided also that after the expiry of five years from the date of registration the Kulpati may permit a candidate to get re-registration on the same topic on payment of a re-registration fee as prescribed by the University. The condition of minimum period of 24 months and attendance shall not apply to such re-registered candidate for submission of the thesis. For re-registration, approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically cancelled after nine years from the date of original registration. After this period if a candidate desires to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

- (b) A teacher candidate with 5 years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months after successful completion of course work.

### 13. Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Vice Chancellor on the recommendation of the committee, constituted by the Vice Chancellor for this purpose. No change in the topic of research will be permitted due to change of supervisor.

### 14. Six Monthly Report

The University shall obtain every six months a record of attendance, progress report of the work of Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the School.

Those candidates who fail to deposit fees, the Vice Chancellor on the recommendation of the Dean of the Faculty may order the removal of the name of the scholar from the list of those registered for the Ph.D. Degree.

### 15. Summary of thesis and appointment of examiner

(a) The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed standard journals of repute, as approved by the University from time to time, through his/her supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.

(b) The supervisor shall submit to the Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the names should be from outside the state. Another panel of at least six examiners actively engaged in the concerned area of research and not below the rank of Associate Professor of a University. From outside the jurisdiction of this University shall be submitted by Chairman Board of studies/Examination committee of the concerned department in which the candidate is pursuing Ph. D.

(c) In case the candidate is related to the supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department of the subject concerned, or a senior professor nominated by Vice Chancellor.

(d) The Vice Chancellor shall appoint two examiners out of two aforesaid panels, submitted by the supervisor and Examination Committee, respectively. The consent of examiners shall be obtained by sending them the summary and list of publication.

Note: The summary of thesis shall be sent by post/ air mail/ email.

#### 16. Pre Submission Defense Committee

(1) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in Soft and Hard copy in the prescribed format of the University.

(2) However prior to the submission of draft Ph.D. thesis and PSDC, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or one of the co—authors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.

(3) The candidate shall make a Pre Submission Defense, based on that draft thesis, in the University Teaching Department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the proforma given in Appendix 5.

#### 17. Submission of thesis

1. After getting an approval from PSDC as mentioned in Para 16, the candidate can finalize his/her thesis.

2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be typewritten only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.

3. The Candidate shall submit the thesis to the University as follows:

- i. Three hard bound copies of the thesis, and
- ii. Soft copy in the form of CD (in three copies)

4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given

(a) Thesis should be forwarded by Head of the Department

(b) The thesis must be accompanied by a declaration from the candidate as per (Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.

(c) The certificate from the Supervisor together with Co-supervisor, if any, as per (Appendix 3)

Note— (i) The Candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

(ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

#### 18.0 Evaluation of thesis and viva-voce examination.

(i) On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented

(ii) The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:

(a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case, it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

(iii) The examiners shall categorically recommend in the prescribed Proforma (Appendix-7) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten questions; he wishes to be asked at the viva-voce examination.

(iv) (a) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.

(b) The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another examiner from the panels of examiners.

(c) If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners as constituted at para 15 (b) by the Vice Chancellor, without the reports of earlier examiners, The third examiner shall be asked to give his/her opinion and his opinion shall be final.

(d) Incase both the original examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, Co supervisor (if any) and one of two examiners (as per para 15(b), selected by the Vice Chancellor, who have accepted the thesis for the award of the Ph.D. degree. In case the candidate is related to the supervisor, then the Vice Chancellor shall appoint Head of Studies/institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.

(e) The Supervisor/ Head of the concerned Department/Chairman Board of Studies of the subject concerned, as the case, may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date fixed for the viva-voce shall be informed to the candidate and the Registrar. Provided that in special circumstances, Kulapati may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva-voce examination.

(f) The viva-voce examination shall be conducted at the concerned department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board, of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar in confidential cover.

(g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested person present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.

(h) In case the viva-voce examination is not satisfactory, the candidate shall reappear for viva-voce examination within six months. Such candidates would be required to pay an additional

fee as prescribed by the University for Second viva-voce Examination. The Same examiner/external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva voce examiners a second time, his/her thesis shall be finally rejected.

(v) If the examiners recommend that the candidate be asked to revise/improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.

(vi) In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he / she carried out the work.

(vii) The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case a candidate is asked to revise the thesis under clause 18 iv c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision of (clause 18 iv d of the Ordinance).

In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down under para 18 iv c, above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note- whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

#### **19. Appearing in other examination**

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics, and computer courses).

#### **20. Publication of thesis**

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the Ph.D. degree of the University.

#### **21. Award of Ph.D.**

After the successful viva-voce, the Vice Chancellor shall have powers to issues Notifications for the award Ph.D. degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process, and announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D. thesis to UGC within a period of thirty days for hosting thesis in NET accessible all University/Institution.

#### **22. Reports of examiners**

After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.



**23. Withdrawal of degree**

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force, shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirement, as laid down in this Ordinance.

**24.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Department Institutions / Schools. The decision of the Vice-Chancellor shall be final.

**25.** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**26.** The University shall follow all the rules/regulation/directives already issued / issued from time to time by UGC with regards to Ph. D. Programme with the approval of Academic Council.

**Appendix-1****PROFORMA FOR SYNOPSIS**

1. Title of the thesis

2. Introduction: Giving purpose of research (in about 200 word)

3. A brief review of the work already done in the field

4. Noteworthy contributions in the field of proposed work

5. Proposed methodology during the tenure of the research work

6. Expected outcome of the proposed work

7. Reference in standard format

8. List of published papers of the candidate

Signature of the Supervisor

Date: .....

Signature of Co supervisor (if any)

Date : .....

Signature of the Candidate

Date : .....

**Appendix-2****DECLARATION BY THE CANDIDATE**

I declare that the thesis entitled .....

Is my own work conducted under the supervision of Dr .....

(Supervisor/Co-Supervisor) at .....

(Center) .....

Approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date: .....

Place: .....

**Appendix 3****CERTIFICATE OF THE SUPERVISOR CERTIFICATE**

This is to certify that the work entitled .....

is a piece of research work done by Shri/Smt./Ku .....

..... Under My/our Guidance and Supervision for the degree of Doctor of Philosophy of ..

..... University (M.P.) India. I certify that the candidate has put in an attendance of more than 240 days with me. To the best of my knowledge and belief the thesis:

- i. Embodies the work of the candidate himself/herself.
- ii. Has duly been completed.
- iii. Fulfill the requirement of the ordinance relating to the Ph. D. degree of the University.

Signature of the Co-Supervisor

Signature of the Supervisor

Date: .....

Date: .....

## Appendix - 4

## CONFIDENTIAL PROGRESS REPORT

Six monthly progress report of the research work done for the period from .....  
 ..... to .....of the research scholar.

1. Name of the research scholar .....

2. Subject .....

3. Topic registered for Ph. D. Degree - .....

4. Name of the Supervisor .....

5. Name of Co-supervisor (if any) .....

6. Description of the guidance on the topic

Period with dates the Candidates has been  
 with the guide for research work (It may also  
 indicate the date of leave availed by the  
 candidate during the above period).

Remarks of the supervisor on the work done by the candidate on Topic.

Fees paid vide receipt No ..... Date .....

Date: .....

Place: .....

(Signature of Head of institution where the  
 Candidate was registered for Ph.D. degree)

Signature of the Supervisor

Address: .....

Date: .....

Place: .....

.....

**Appendix - 5****FORWARDING LETTER OF HEAD OF INSTITUTION**

The Ph. D. thesis entitled .....

.....

..... Submitted by Shri/Smt./Ku .....

is forwarded to the University in six copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name ..... Seal .....

Date: .....

Place : .....

.....

(Signature of Head of institution where the  
candidate was registered for Ph.D. degree)

Signature of the Supervisor Date:

Date:- .....

Address .....

Place: .....

.....

.....

## Appendix - 6

### EXAMINERS REPORTS ON Ph.D. THESIS

Title of thesis .....

Name of candidate Shri /Smt./Ku .....

Subject : ..... Faculty .....

1. Thesis is recommended for the ..... Award of Ph.D. degree. Yes / No

2. The thesis be revised on the Lines ..... Detailed below .....  
.....

3. The thesis be rejected ..... (Please write Yes/No, as the case may be)

Thesis requiring only minor revision/s should also be covered in the category and suitable remarks detailing minor revision/s required, is/are to be enumerated. Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated.

### DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

(b) It must be a piece of research work characterized either by the discovery of the facts or by afresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

Date : .....

Place: .....

(Signature of the Examiner)

Full Name & Address .....

.....

**Appendix — 7****PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE**

This is to certify that vide notification no .....

Dated ..... of this University, the Board of Management has decided that the degree of Ph.D. in (Subject) be awarded to .....

.....  
.....

The title of Ph. D thesis is .....  
.....  
.....

The title of Ph. D. thesis The Ph. D. degree has been awarded in compliance of the “University Grants Commission (minimum standards and procedure for award of M. Phil / Ph.D. degree) Regulation, 2009”

Registrar

Date: .....

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

**ORDINANCE**

**No. 12 of 2015**

**B.E. 4 YEAR DEGREE COURSE**

**Statutory Body: AICTE**

This ordinance shall be applicable to candidate admitted for Bachelor of Engineering (B.E.) degree

- 1.0 The first degree in Engineering of four-year (eight semesters) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF ENGINEERING, in respective Branch.
- 1.1 This degree of Bachelor of Engineering (hereinafter called B.E.) shall include the branches of Aeronautical, Architecture, Rural Technology, Civil, Mechanical, Electrical & Electronics, Electronics & Communication, Electronics & Instrumentation, Information Technology, Computer Science and Engineering, Automobile, Chemical, Metallurgical, mining, textile, production engineering, fire technology & safety engineering, Instrumentation & Control, Electrical Engineering, Bio-Medical, Biotechnology and Industrial Engg. & Management, Nano-technology, and more degrees Programme can also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms & Regulation of AICTE.

**2.0 ADMISSIONS PROCEDURE**

- 2.1 Minimum qualification for admission to the first year B.E. shall be the Qualifying Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry and Mathematics securing minimum 45% marks (5% will be relaxed for SC/ST/ other categories) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- 2.2 Candidates who have qualified the three years Diploma course in related branch of Engineering from M.P. Board of Technical Education, Bhopal or Equivalent shall also be eligible for admission to third semester of B.E. Course.
- 2.3 Minimum qualification for direct admission to second year Bachelor of Engineering Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh.

OR

- Candidate must have passed B.Sc. Degree examination from a university recognized by the university grants commission with minimum 45 percent marks and have passed 12th examination with mathematics.
- 2.4 Non-Resident Indian (N R I) candidates shall also be eligible for Admission to B.E. in accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause.
- 2.5 The admissions to B.E. course shall be governed by the rules of the Technical education and training department government of Madhya Pradesh Bhopal and/ or any other competent authority of the state Government of Madhya Pradesh.
- 2.6 Admission under these courses will be made as follows:-
- I. In general the admission to B.E. Course shall be governed by the rules by Directorate of Technical Education (DTE) or any other competent authority of the State Government of Madhya Pradesh.
- II. The University may also conduct its own Entrance Examination for admission to its Engineering courses.
- III. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 2.7 Admission process as framed by the University shall be applicable for all admission from time to time.
- 2.8 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

**3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

As per Ordinance No. 5

**4.0 DURATION OF COURSE**

- 4.1 One hour of conduct in Lecture (L) / Tutorial (T) / and two hours of conduct in Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 4.3 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

**5.0 MERIT LIST**

Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eight and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

**6.0 ATTENDANCE**

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.

**7.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

7.1 The medium of instruction and examination shall be English throughout the course of study.

7.2 The subjects to be studied in different semester of Bachelor of Engineering include lab work, practical, plant training; project etc. shall be as per the Schemes, approved by Board of Studies of the University on the basis of AICTE norms.

8.0 Notwithstanding anything stated in this Ordinance, for any unforeseen, issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Department/Institutions/Schools. The decision of the Vice-Chancellor shall be final.

9.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE**

No. 13 of 2015

**BACHELOR OF PHARMACY (4 YEAR DEGREE COURSE)****Statutory Council: AICTE**

This ordinance shall be applicable to candidate admitted for Bachelor of Pharmacy (B. Pharm) degree and shall be governed by rules & guidelines of pharmacy council of India.

1.0 The first degree in Pharmacy of four-year (Eight semesters) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF PHARMACY (B. Pharm).

**2.0 RULES FOR ADMISSIONS:**

2.1 The minimum qualification for admission to the first year B. Pharm shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics / Biology securing minimum 45% marks (5% will be relaxed for SC/ST/ other categories) conducted by M.P. Board of Secondary Education/ Open School education system of the Central Govt./State Govt. institutions or an equivalent examination from a recognized Board/University or as per AICTE, New Delhi.

2.2 Minimum qualification for direct admission to second year (Lateral Entry) of B. Pharm shall be 45% marks in Diploma in Pharmacy from any institution approved by the Pharmacy Council of India (PCI) and as per prevalent norms of Government of Madhya Pradesh.

Justification - B.Sc. student can not admitted directly into B. Pharm II Year.



- 2.3 Non-Resident Indian (NRI) candidates shall also be eligible for admission to B. Pharm in accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause 2.1 or as per PIO policy.
- 2.4 The admissions to Pharmacy course shall be governed by the rules of the Technical Education and Training Department, Government of Madhya Pradesh, Bhopal and/ or any other competent authority of the State government of Madhya Pradesh.
- 2.5 The admission procedure will be as per decision of Board of Management of University.
- 2.6 The fees of the course shall be decided by board management & number of seats will be as per statute 28.

### **3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES DIVISION AND CONDONATION OF DEFICIENCIES.**

As per Ordinance No. 5

### **4.0 DURATION OF COURSE**

- 4.1 There shall be at least fourteen weeks of teaching in every semester.
- 4.2 One hour of conduct in Lecture (L) / Tutorial (T) /and at least 3 hours of Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 4.4 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted by Vice Chancellor which should be not more than one year on satisfactory reasons.

### **5.0 EDUCATIONAL TOUR, PROJECT WORK AND PROFESSIONAL TRAINING**

#### **5.1 EDUCATIONAL STUDY TOUR**

For B. Pharm VI semester students an educational study tour to visit important manufacturing organization is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded "Grade Point-F" However there shall not be any restriction of minimum pass grade in the Educational Tour.

#### **5.2 PROJECT WORK**

For B. Pharm VII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmaceutical Science. The project shall be made under the supervision and guidance of faculty member(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervisor and one external examiner.

#### **5.3 PROFESSIONAL TRAINING**

- 5.3.1 After examination of 7th semester a professional training in Industry / Hospitals / pharmacy / Community / pharmacy / R&D of four weeks is mandatory for all students. The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization he/she under went his/her on training.

- 5.3.2 The viva-voce examination based on the industrial training shall be carried out by Board of Examiners consisting of:

i Head/Principal of the institute	Chairman
ii. The external examiner	Member
iii. The internal examine	Member

The marks shall be awarded by the Board of Examiners.

**6.0 MERIT LIST**

- 6.1 Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B. Pharm degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing, at least first division and passing all semesters in single attempts.

**7.0 ATTENDANCE**

As per Ordinance No. 4, Part – II of clause 9(i).

**8.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

- 8.1 The medium of instruction and examination shall be English throughout the course of study.
- 8.2 The subjects to be studied in different semester of Bachelor of Pharmacy shall be as per the Schemes, approved by Board of Studies of DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

- 9.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

- 10.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE**

No. 14 of 2015

**MASTER DEGREE OF ENGINEERING / TECHNOLOGY / ARCHITECTURE**

(ME / M. Tech. / M. Arch.)

Statutory Body: AICTE

This ordinance framed in accordance with the norms / guidelines / rules of Architect Council shall be applicable to candidate admitted for Engineering / Technology / Master of Architecture (ME/ M. Tech / M. Arch.).

1. This ordinance shall be applicable to candidates admitted for Master degree courses in Engineering / Technology and architecture.
2. The Post Graduate course in Engineering/Technology leading to the Degree of Masters of Engineering/ Technology/Architecture (ME/M.TECH. /M. Arch.) of the university. The course will be in following subject.

Computer science, Information Technology, Thermal Engineering, Microwave Engineering, Software Engineering, Very large Scale Integrated System Engineering (VLSI), Digital Electronics and advanced communication, Instrumentation Engineering, System Management Engineering, Energy Management Engineering, Future Studies & Planning engineering, Power System Engineering, Bio Informatics Engineering, Network Management & Information System, Information architecture & Software Engineering, Bio-Technology Engineering, Astronomy and space, Environment Engineering, Industrial Pollution and Control Engineering, Master of Architecture, Printing and Media Engineering, Production Engineering, Irrigation Engineering, Transport Engineering, Structural Engineering, CTM, CTA, Digital Communication, Cyber Security, Power Electronics, Electrical Machine, Machine Design, .

The courses shall be offered as per AICTE norms.

The above course shall be divided into four semesters in the case of full time candidates and six semesters in the case of part time candidates. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

### 3. Admissions Procedure

Every applicant for admission to ME/M.TECH./M.ARCH in 1<sup>st</sup> semester

- (i) Shall have passed B.E. /B. Tech/B. Arch. or equivalent examinations approved by the AICTE in appropriate branch with at least 50% marks in the aggregate at final year examination or any other qualification as recommended by AICTE for a particular course Candidate belonging to SC/ST/ Other categories will get a relaxation of 5% in the qualifying marks as mentioned above.
- (ii) Applicants possessing valid GATE score shall be given preference over to those candidate do not possess GATE score for full time course.
- (iii) Applicants possessing the M.Sc. (Maths/Physics/Electronics /Computer Science/ Information Technology)/MCA [for M. Tech in Computer Science /Computer Technology /Information Technology] degree.
- (iv) All full time & part time sponsored candidates must have at least two years experience in the relevant field after passing the qualifying examination. However the Vice Chancellor can relax the experience in case of sponsoring candidates.
- (v) Admission under these Courses will be made as follows:
  - (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in order publicity media before the start of academic year.
  - (b) List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will be informed directly of their admission.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission otherwise the provisional admission granted to him will be cancelled.
  - (d) The application form may be rejected due to any of the following reasons:-
    - The candidates does not fulfill the eligibility conditions
    - The prescribed fees is not enclosed
    - The application form is not signed by the candidate and his/her parent guardian, wherever required
    - Supporting documents for admission are not enclosed
  - (e) Enrollment/ Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
  - (f) Admission rules as framed by the University following the policy of the State Govt. / AICTE shall be applicable for all admission from time to time.
  - (g) Number of seats & fee shall be governed by the provision of the Statute No. 28.

### 4. EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES

As per Ordinance No. 5

5. No candidate shall be permitted to carryout a major project preferably in an industry or a professional R & D organization and to submit thesis unless he/she has passed all the preceding semester.

6. The attendance of regular student as per Ordinance 13 of clause 6 of the University.
7. The Fourth semester in the case of full time candidates and sixth semester in the case of part time candidates is the major project semester. During this semester the candidate shall devote himself for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to him by the Head of the Department concerned in the college. At the end of the semester the candidate shall submit three typed printed copies of the major project reports written by him, to the university through the Director/Principal of the college, accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.
8. The maximum duration of the course shall be Five years in the case of full time candidates and seven years in the case of part time candidates however one mercy attempt can be grant to candidates by the Vice Chancellor which should be not more than one year on satisfactory reasons.
9. In the notification declaring the results of the final semester examination for the Degree of M.E/ M. Tech./ M. Arch, the names of the first five candidates in order of merit in each post graduate course shall be notified by the University separately for full time and part time course.
10. **MEDIUM OF INSTRUCTION AND EXAMINATION**
  - 10.1 The medium of instruction and examination shall be English throughout the course of study.
  - 10.2 The subject to be studies in different semester of postgraduate Course of Engineering/Technology Architecture shall be as per the Schemes, approval by Board of Studies of the University.
11. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
12. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**  
**No. 15 of 2015**

**MASTER OF COMPUTER APPLICATION**

**3 Year Full Time Post Graduate Course**

**Statutory Body: AICTE**

This ordinance shall be applicable to candidate admitted for Master of Computer Application Course

- 1.0** This ordinance shall be applicable to candidates admitted in First Year for Master of Computer Applications abbreviated as M.C.A.
- 2.0** **ADMISSIONS**
- 2.1** A candidate seeking admission to M.C.A. course should be graduate of any Indian University or Institute recognized by the University Grants Commission, New Delhi, as equivalent there to. The graduation should be with three year of regular study after passing Senior Secondary Examination (10+2) or its equivalent securing minimum 50% marks (5% will be relaxed for SC/ST/ other categories) of an approved Board with mathematics as a compulsory subject at either (10+2) or Graduation level.
- 2.1.1** Minimum qualification for direct admission to second year (Lateral Entry) of MCA shall be Recognized Bachelor's Degree (from an university recognized by the university grants commission) of minimum 3 Yrs duration in BCA, B.Sc (IT/Computer Science) with Mathematics as a Subject at 10+2 level or at Graduate Level. Business Mathematics at +2 Level is not permitted. Obtained at least 50% at the qualifying Examination. Criteria for candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes (Excluding creamy layer) of Madhya Pradesh as notified by the State Government shall be 45 percent in the aggregate marks in qualifying examination.
- 2.2** Non-Resident Indian (NRI) candidates shall also be eligible for admission to M.C.A. in accordance with directives of the Government of Madhya Pradesh Bhopal provided they satisfy the criterion of clause 2.1 above.
- 2.3** The admissions to M.C.A. course shall be governed by the rules of the Technical Education and Skill Development department, Government of Madhya Pradesh, Bhopal and/or any other competent authority authorized by the State Government of Madhya Pradesh for this purpose.
- 2.4** Admission under these Courses will be made as follows:
- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in order publicity media before the start of every cycle.
- (b) List of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will also be informed directly of their admission after the last date of application.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet, school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within at month of the due date of admission the provisional admission granted to him will be cancelled.
- (d) The application form may be rejected due to any of the following reasons:-
- The candidates do not fulfill the eligibility conditions.
  - The prescribed fee is not paid.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (e) Enrollment/ Registration number will be assigned to the student by the University after verification & submission of all the necessary document /fees.
- (f) Admission rules as framed by the University shall be applicable for all admission from time to time.
- 2.5** Fees for the Course shall be as per decision of Board of Management of University and the number of seats as per statute 28.

**3.0 EXAMINATIONS- PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

As per Ordinance No. 5

**4.0 RE-ADMISSION**

- 4.1 A candidate who has discontinued the course during any semester may, on the recommendation of the -Director/Principal of the college, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

**5.0 DURATION OF COURSE**

- 5.1 One hour of conduct in Lecture (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 5.2 The maximum duration of the course shall be six years. However, for one mercy attempt can be given by the Vice-Chancellor of University on reasonable ground.

**6.0 MERIT LISTS**

- 6.1 Merit list of first 10 candidates in the order of merit shall be declared by the University at the end of sixth semester on the basis of the integrated performance of all the semesters, securing at least first division and passing all semester examinations in single attempt. .

**7.0 ATTENDANCE**

As per Ordinance 04 Part – II of clause 9(i).

**8.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

- 8.1 The medium of instruction and examination shall be English throughout the course of study.
- 8.2 The subjects to be studied in different semester of M.C.A. of 3 years course shall be as per the schemes approved by the Board of Studies of the University.
- 9.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

10. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 16 of 2015****Master of Pharmacy (Two Year Post Graduate Degree Course)****(As per Pharmacy Council of India regulation- 2014)****1.0 AIM AND OBJECTIVES**

Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE is committed to contribute to the national programme of providing post graduate trained pharmaceutical manpower through prescribed training programme during M. Pharm. course, with Professional Pharmaceutical education and effective competency to undertake the national task of meeting social and pharmaceutical needs in Industrial pharmacy, Medicare program, pharmaceutical education, drug discovery and research.

**1.1 AIM**

To produce a competent Industrial pharmacy professionals with advanced knowledge of various modern analytical techniques used/applicable in pharmaceutical research and development. With a view to meet global challenges, the post graduates are required to acquire an in-depth knowledge of formulation, storage and analysis of various pharmaceutical dosage forms including herbal medicines required for both large scale commercial production and research.

**1.2 OBJECTIVES**

Upon completion of the course, the candidate shall have knowledge and understanding of the concept and design of various pharmaceutical dosage forms using modern technology. The ability to formulate and evaluate various dosage forms.

The post graduates shall have knowledge of understanding the concept of drug action and its mechanism involved. The ability to screen new molecules for their potential pharmacological effects and toxicity.

This ordinance shall be applicable to candidate admitted for Master of pharmacy degree course

- 1.3 The post graduate degree in Pharmacy of two year duration shall be designated as M. Pharm. The nomenclature of postgraduate Pharmacy courses shall be as per the PCI M.Pharm. course regulation 2014 or as amended from time to time.

**2.0 ADMISSIONS****2.1 Minimum qualification for admission to M.Pharm. (Part-1) programme –**

A candidate pass in the following examination:-

- (i) B. Pharm. degree examination of an Indian University established by law in India from an institution approved by Pharmacy Council of India and has scored not less than 55% of the maximum marks (aggregate of four years of B. Pharm.)

Provided that –

- (ii) There shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration, as the case may be, from time to time.

- (iii) For SC/ST candidates the prescribed percentage of marks will be 50% of the maximum marks (aggregate of four years of B. Pharm.).

- 2.2 In addition to provision given in para 2.1 the applicants possessing valid GPAT score shall be given preference over to those candidates who do not possess GPAT score.

- 2.3 The admissions to M. Pharm. course shall be governed by the rules of the Technical Education department of Govt. of Madhya Pradesh, Bhopal and/or any other competent authority authorized by the State government of Madhya Pradesh for this purpose.
- 2.4 The fees shall be as per decision of Board of Management of the University.
- 2.5 Admission under these Courses will be made as follows:
- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in other publicity media before the start of academic year.
  - (b) List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will be informed directly of their admission.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission otherwise the provisional admission granted to him will be cancelled.
  - (d) The application form may be rejected due to any of the following reasons:-
    - The candidates does not fulfill the eligibility conditions
    - The prescribed fees is not enclosed
    - The application form is not signed by the candidate and his/her parent guardian, wherever required
    - Supporting documents for admission are not enclosed.
  - (e) Enrollment/ Registration number will be assigned to the student by the University after verification & submission of all the necessary document /fees.
  - (f) Admission rules as farmed by the University following the policy of the State Govt. / AICTE/PCI shall be applicable for all admission from time to time
  - (g) The fees for the course shall be decided by Board of Management of University. The Number of seats in M. Pharm. course will be as approved by the competent authority of State/Central Govt. or other agency authorized for the purpose.

Vacant seats shall be filled up on the basis of minimum qualification for M. Pharma course as provided under para 2.1 above, strictly on the merit by conducting University level counseling.

### 3.0 EXAMINATIONS

- 3.1 The duration of the M. Pharm. course shall be of two academic years full time with each academic year spread over a period of not less than two hundred working days.
- 3.2 The study of M. Pharm. course shall be of annual system which includes M. Pharm. (Part-I) extending for 12 months from the commencement of the academic term and M. Pharm. (Part -II) of another 12 months duration.
- 3.3 For M. Pharm. (Part-I)
- (i) There shall be an examination for M. Pharm. (Part-I) at the end of calendar year. The first examination shall be the annual examination and the second examination shall be supplementary examination.
  - (ii) The Examination shall be of written and practical (including oral)
- 3.4 For M. Pharm. (Part-II) the examination shall be an evaluation of dissertation and viva voce at the end of 12 month (one year) after the commencement of M. Pharm. (Part-II) course.



## 3.5 Mode of examination:

- (i) Theory examination shall be of three hours and practical examination shall be of six hours duration.
- (ii) A student who fails in theory or practical examination of a subject shall be re-appear both in theory and practical of the same subject.
- (iii) Practical examination shall also consist of a viva-voce (oral) examination.
- (iv) M. Pharm. examinations, in any subject shall consist of Thesis, Theory Papers, and Practical and Oral examinations.

## 3.6 Sessional Examinations :

- (i) There shall be periodic sessional examinations in each subject of specialization conducted at regular intervals both in theory and practical which include seminars.
- (ii) The highest aggregate of any two performances shall form the basis of calculating sessional marks.
- (iii) The sessional marks shall be awarded out of a maximum of 50 in theory and Practical as follows:

**Theory:**

Written Test	:	30 marks (average of two)
Seminar	:	20 marks
<b>Total</b>	:	<b>50 marks</b>

**Practicals:**

Practicals Test	:	30 marks (average of two)
Lab work (record)	:	20 marks
<b>Total</b>	:	<b>50 marks</b>

A regular record of both theory and practical class work and examinations conducted shall be maintained.

## 3.7 Improvement of sessional marks :

Students who wish to improve sessional marks can do so, by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional marks of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a student for day to day assessment in the practical class cannot be improved unless he attends a regular course of study again.

## 3.8 University Examination M. Pharm. (Part-I)

- (i) There shall be two university examinations annually (Annual & Supplementary)
- (ii) Each theory paper shall be of 3 hours duration carrying 100 marks each.
- (iii) Each practical paper shall be of 6 hours duration carrying 100 marks each.
- (iv) There shall be four theory papers.
- (v) The theory examinations shall be held sufficiently earlier than the Practical examination so that the answer books can be assessed and evaluated before the start of Practical and Oral examination.

## 3.9 The M. Pharm. (Part II) is for project work. During project work the candidate shall devote himself/herself for the research work, in connection with any of the aspects of pharmaceutical science and assigned to him/her by the Dean/HOD of the Department/School. At the end of M.Pharm Part II the candidate shall submit the synopsis of his/her allotted research work and will appear in the Viva-Voce examination. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the M.Pharm. Part II the candidate shall submit three typed or printed copies of the dissertation written by him/her to

the Department through the Dean/HOD of the School/Department. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.

3.10 The candidate shall be permitted to appear at the annual examination provided he has successfully prosecuted a course of study in the School/Department for that year in the concerned course, with stipulated attendance as mentioned in para 10.0 of this ordinance.

3.11 A candidate who has failed in any subject of Part- I/Part-II shall be permitted to reappear in that subject in subsequent supplementary examination, subject to conditions given at para 8.0 of this ordinance.

#### **4.0 MINIMUM MARKS FOR PASSING EXAMINATION:**

4.1 A candidate shall not be declared to have passed M. Pharm examination unless he secures at least 50 % marks in each of the subject separately in the theory examination, including sessional marks and at least 50% marks in each of the practical examination including sessional marks.

4.2 The candidate securing 60% marks or above in aggregate in all subjects in a single attempt at the M. Pharm. examination shall be declared to have passed in first Division.

4.3 Candidates securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he passes in all the subjects in a single attempt.

4.4 The candidate fails in securing 60% marks or above in aggregate in all subjects in a single attempt at the M. Pharm. examination shall be declared to have passed in Pass Division.

#### **5.0 ELIGIBILITY FOR PROMOTION TO M. Pharm. (Part – II)**

(i) All candidates who have appeared for all the subjects and passed the first year annual examination are eligible for promotion to the second year.

(ii) The candidate failing in subjects of M. Pharm (Part-I) examination shall be permitted to register for M. Pharm (Part – II) programme. However, such students shall not be permitted to submit the dissertation unless he completes the M. Pharm (Part-I) examination and passes both in theory and practical at a time together.

(iii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by Standing Committee of Academic Council and the Board of Management of the University

#### **6.0 CONDONATION OF DEFICIENCY**

6.1 One grace mark will be given to the candidate who is either failing a subject or missing distinction or first division by one mark, on behalf of the Vice - Chancellor in the M. Pharm. examination.

#### **7.0 READMISSION**

7.1 A candidate who has discontinued the course during any year may, on the recommendation of the HOD/Dean of the School/Department be permitted to take re-admission to the course at the beginning of the year concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

#### **8.0 DURATION OF COURSE**

8.1 There shall be at least 200 days of teaching in every year.

8.2 The maximum duration of the course shall be Four years. However, for one mercy attempt can be granted to student by Vice Chancellor.

8.3 A candidate fails to complete the M. Pharm. Degree in the maximum duration of the course, as specified in above para (8.2) can avail the facility of one mercy attempt by submitting the

application form (as prescribed by University) within one year after the maximum duration of the course (in continuation of the Academic Year). The number of subjects should not be more than four (Theory and Practical subjects taken together). All application forms will be scrutinized by a committee consisting of (1) Vice-Chancellor (2) Any Two Board of Management Members (3) Dean of the concerning faculty & (4) one Professor of the concerning subject. Three members shall form quorum. The committee will scrutinize the application forms & submit their report to Vice-chancellor. On the recommendation of the Committee, the Vice-chancellor may permit the applicant to avail the one mercy attempt facility. If a candidate fails to complete the course after availing one mercy attempt, he/she will not be eligible to appear in any university examination in future.

## **9.0 MERIT LIST**

- 9.1 In the notification declaring the results of the final examination for the Degree of M. Pharm. the names of the first top five ranked candidate in order of merit shall be notified by the university, securing at least first division and passing all semester examinations in single attempt. Merit list shall be declared only after considering the revaluation result, if any.

## **10.0 ATTENDANCE**

Candidate appearing as regular student for any semester examination shall be required to attend at least 80 percent of the lectures delivered and of the practical classes held separately in each subject of the course of study provided that a short fall in attendance up to 5% and a further 5% can be condoned by the HOD/Dean of the School/Department and Vice-Chancellor of the University respectively for satisfactory reasons.

## **11.0 MEDIUM OF INSTRUCTION AND EXAMINATION:**

- 11.1 The medium of instruction and examination shall be English throughout the course of study.
- 11.2 The subject to be studied in different year of M. Pharm. shall be as per schemes and syllabus recommended by Board of Studies of the University as per the guidelines of PCI time to time & according to Master of Pharmacy course regulation 2014.
- 12.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any two or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

**ORDINANCE**

**No. 17 of 2015**

**MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**

**(TWO YEARS FULL TIME/ THREE YEARS PART TIME COURSE)**

**Statutory Body: AICTE**

This Ordinance framed as per rules/ Regulations/ guidelines laid down by AICTE/UGC shall be applicable to candidates admitted to Master of Business Administration (M.B.A.) Course.

The courses will be in following specialization:

Finance, Marketing, Human Recourse, Information Technology, Production, Retail.

## **1.0 ADMISSION PROCEDURE:**

1. Only such candidates of any Faculty of a statutory University who have secured at least 50% marks in the Degree examination or 50% marks at the post-graduate examination shall be eligible to apply for admission to M.B.A. (Full -Time) course.

The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time.

The admission procedure & fees shall be as per decision of Board of Management of the University & number of seats shall be as per statute 28.

Number of seats Reservation and Relaxations for SC, ST and other candidates will be as per M.P. Government admission rules.

A candidate seeking admission to three year Part-time M.B.A. programme should be a Graduate/Post Graduate in any discipline with at least second division/marks from this University or any other statutory university. He/She should also have a minimum of two years full time experience after graduation in executive position.

## **2.0 SEMESTER EXAMINATION:**

As per Ordinance 5 of the University

## **3.0 Fees shall be as per Board of Management of the University in consultation with MPPURC.**

## **4.0 Scheme of Evaluation**

The scheme of evaluation external & internal assessment shall be as per decision of Board of Management on the recommendation of Board of studies.

## **5.0 Minimum Percentage of mark to pass:**

The minimum percentage of marks to pass the examination in each semester shall be 40% in each written paper and Internal Assessment separately 50% in the aggregate of each semester examination.

## **6.0 PRACTICAL TRAINING.**

(a) Every full time student of M.B.A. programme shall be required to undergo practical training for six to ten weeks, preferably, during summer vacation, in an organization and in the area approved by the Head of Institute.

(b) A full time student will write a report based on his/her training & industrial visits organized by the s Institute from time to time. .

(c) A part time student will submit a brief Report/Project Report based on the area of his/her specialization, preferably in the candidates own organization.

(d) All such Reports shall be certified by the concerned organization and the Head of the Department of DR. A.P.J. ABDUL KALAM UNIVERSITY Institute. Such reports should be submitted in duplicate will he forwarded for evaluation.

(e) The report shall be evaluated by examiner approved by the Vice chancellor from the panel of examiners submitted by the Institute /Examination Committee, for the purpose.

## **7.0 COMPREHENSIVE VIVA -VOCE**

There will be a comprehensive viva-voce at the end of the second semester (for full time programme)/third semester (for part time programme) to assess the students progress in core subjects and other functional areas.

The second comprehensive viva-voce will be held at the Institute of the Fourth (full time programme)/sixth (part time programme) semester to assess the students overall performance, on conclusion to the programme in general and to build confidence in them. Total marks allocated to this 'HEAD' shall A be divided equally between the above two.

The aforesaid comprehensive viva-voce shall be conducted by the institute with the help of Examiners approved by the Vice-chancellor from the panel of examiners submitted by the Institute, for the purpose.

The mark & awarded to students shall be on the Record of the Institute and shall be forwarded to the Registrar of Examination on conclusion of the 4<sup>th</sup> (full time programme) 6<sup>th</sup> (part time programme) semester examination, for incorporation in the final result of the student.

#### 8.0 RE-APPEAR CLAUSE

As per decided by Board of Management on the recommendation of Board of Studies.

#### 9.0 AWARD OF DIVISION

No division shall be awarded in semester examinations. Successful candidates in all four/six semester examinations will be classified on the basis of combined result of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester for full time and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters for part time students respectively as follows:

Candidates securing 60% and above marks will be placed in the first division. All other successful candidates shall be placed in second divisions.

- 10.0 The details of courses for two year M.B.A. degree will be decided by Board of Management on the recommendation of Board of Studies & Academic Council.
- 11.0 The other rules regarding attendance, examination, merit list etc will be as per Ordinance of the University from time to time for this purpose.
- 12.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
- 13.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

### DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

#### ORDINANCE

No. 18 of 2015

#### DIPLOMA IN PHARMACY (D. Pharm)

#### AS PER RULE 91 OF PHARMACY COUNCIL OF INDIA

Statutory Body: AICTE

1. **ELIGIBILITY FOR ADMISSION:** No Candidate shall be admitted to Diploma in Pharmacy unless he/she had passed examination of 10+2 in Science.
  - (a) Pre-degree examination; any other qualification approved by the Pharmacy Council of India as equivalent to any of the above exam.
2. **DURATION OF THE COURSE** – with each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months. The duration of the course shall be for two academic years.

The maximum duration of the course shall be Four years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reason.

3. **ADMISSION OF CANDIDATES** – The Diploma in Pharmacy Part-I shall be made in order of merit on previous qualifying exam or by 'Pre-Pharmacy Test' conducted in accordance with the scheme of Examinations and syllabus laid-down by the University.

The minimum qualification for admission to the first year D. Pharm shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics / Biology securing minimum 45% marks (5% will be relaxed for SC/ST/ other categories) conducted by M.P. Board of Secondary Education/ Open School education system of the Central Govt. /State Govt. institutions or an equivalent examination from a recognized Board/University.

4. **FEES**

As Per Statute No 28

5. **COURSE OF STUDY:**

The course study shall be as per decision of Board of Management on the recommendation of Board of studies as per norms of Pharmacy Council of India, After having appeared in Part-II examination of Diploma in Pharmacy conduct.

6. **PRACTICAL TRAINING:**

conducted by Board/University or other approved examination Body or any other course accepted as being equivalent by the Pharmacy Council of India, a candidate shall be eligible to undergo practical training in one or more of the following institutions namely:

Hospitals/Dispensaries run by Central/State Government/Municipal corporations/ central Government Health scheme and Employees state Insurance scheme. A pharmacy, chemist and Druggist licensed under the Drugs and cosmetics rules of State/ Govt. of India.

7. **MODE OF EXAMINATIONS:**

- (a) Each theory and practical examination in the subject mentioned shall be of three hours duration. A candidate who fails in theory or practical examination shall reappear in such theory or practical paper(s) as the case may be. Practical examination shall also consist of viva-voce (oral) examination.

- (b) Award of sessional marks and maintenance of records. A regular record of both theory and practical class work and examinations conducted in an institution imparting training for Diploma in Pharmacy Part-I and Diploma in pharmacy Part-II courses, shall be maintained for each student in the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as sessional.

There shall be at least three periodic sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of calculating sessional marks.

The sessional marks in practicals shall be allotted on the following basis:

Actual performance in the sessional examination: 10 Marks

Day to day assessment in the practical class work: 10 Marks

- (c) Minimum marks for passing the examination: A student shall not be declared to have passed Diploma in Pharmacy examination unless he/she secures atleast 40% marks in each of the subject separately in theory examination, including sessional marks and atleast 40% marks in each of the practical examination including sessional marks. The candidates securing 60% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (part-I) or Diploma in Pharmacy (part-II) examinations shall be declared to have passed in first class the Diploma in Pharmacy (part-I) of Diploma in Pharmacy (part II) examinations, as the case may be. Candidates securing 75% marks or above in any subject or subjects provided he/she passes in all the subjects in single attempt, will be given distinction in that subjects(s).

- (d) Eligibility for Promotion to Diploma in Pharmacy (Part-II): All candidates who have appeared for all the subjects and passed the Diploma in pharmacy part-I class. However failure in more than two subjects (each Theory paper or practical examination shall be considered as a subject) shall debar him/her from promotion to the Diploma in Pharmacy Part-II class. Such candidates shall be examined in the failing subjects only at subsequent. A candidate who fails to pass Diploma in Pharmacy Part - I exam in four attempts shall not allowed to continue the course.
- (e) Improvement of sessional marks: Candidates who wish to improve sessional marks can do so by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day assessment in the practical class, can not be improved unless he/she attends regular course of study again.
- (f) Certificate of passing examination for Diploma in Pharmacy (part-II): Certificate of having passes the examination for the Diploma in pharmacy Part-II shall be granted by the Examining Authority to a successful student.
- (g) Certificate of Diploma in Pharmacy: A certificate of Diploma in pharmacy shall be granted by the Examining Authority to successful candidate on producing certificate of having passed the Diploma in Pharmacy part-I and Part-II and satisfactory completion of practical training for Diploma in pharmacy (part-III).
- (h) The chairman and at least one expert member of examining committee of the Examining Authority Concerned with appointment of examiners and conduct of pharmacy examination should be persons possessing pharmacy Qualifications.

#### 8. REGARDING EXAMINATION & ATTENDANCE

Examination as per Ordinance No. 5 of the University for this Purpose. Candidates appearing as regular students for any examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.

- 9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
- 10. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 19 of 2015****BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.)****Statutory Body: MCI****1. AIMS & OBJECTIVES****1.1 AIMS**

- (a) Graduate medical curriculum is oriented towards training
- (b) Students to undertake the responsibilities of a physician of first contact who is capable of looking after the preventive, promotive, curative & rehabilitative aspect of medicine.
- (c) With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- (d) To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements. To avail of opportunities and be able to conduct professional requirements, the graduate shall endeavour to have acquired basic training in different aspects of medical care.
- (e) The importance of the community aspects of health care and of rural health care services is to be recognized. This aspect of education & training of graduates shall be adequately recognized in the prescribed curriculum. Its importance has been systematically upgraded over the past years and adequate exposure to such experiences should be available throughout all the three phases of education & training. This has to be further emphasized and intensified by providing exposure to field practice areas and training during the internship period. The aim of the period of rural training during internship is to enable the fresh graduates to function efficiently under such settings.
- (f) The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being concentrated on curative aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- (g) There must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- (h) The medical graduate of modern scientific medicine shall endeavour to become capable of functioning independently in both urban or rural environment. He/she shall endeavour to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary details of specialization.
- (i) The importance of social factors in relation to the problem of health and diseases shall receive proper emphasis throughout the course and to achieve this purpose, the educational process shall also be community based than only hospital based. The importance of population control and family welfare planning shall be emphasized throughout the period of training with the importance of health and development duly emphasized.
- (j) Adequate emphasis is to be placed on cultivating logical and scientific habits of thought, clarity of expression and independence of judgment, ability to collect and analyses information and to correlate them.
- (k) The educational process shall be placed in a historic background as an evolving process and not merely as an acquisition of a large number of disjointed facts without a proper



perspective. The history of Medicine with reference to the evolution of medical knowledge both in this country and the rest of the world shall form a part of this process.

- (l) Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first hand experience. Students will be encouraged to learn in small groups, through peer interactions so as to gain maximum experience through contacts with patients and the communities in which they live. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- (m) The graduate medical education in clinical subjects shall be based primarily on out-patient teaching, emergency departments and within the community including peripheral health care institutions. The out-patient departments shall be suitably planned to provide training to graduates in small groups.
- (n) Clinics shall be organized in small groups of preferably not more than 10 students so that a teacher can give personal attention to each student with a view to improve his skill and competence in handling of the patients.
- (o) Proper records of the work shall be maintained which will form the basis for the students internal assessment and shall be available to the inspectors, at the time of inspection of the college by the Medical Council of India.
- (p) Maximal efforts shall be made to encourage integrated teaching between traditional subject areas using a problem based learning approach starting with clinical or community cases and exploring the relevance of various preclinical disciplines in both understanding and resolution of the problem.
- (q) Every attempt shall be made to de-emphasize compartmentalization of disciplines so as to achieve both horizontal and vertical integration in different phases. Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- (r) Faculty member shall avail modern educational technology while teaching the students and to attain this objective, Medical Education Units/ Departments shall be established in the medical college for faculty development and providing learning resource material to teachers.
- (s) To derive maximum advantage out of this revised curriculum, the vacation period to students in one calendar year shall not exceed one month, during the course 4½ years Bachelor of Medicine and Bachelor of Surgery (MBBS) Course.

Institution shall insure that adequate financial and technical inputs are provided.

- (t) History of Medicine the students will be given an outline on History of Medicine. This will be taught in an integrated manner by subject specialists and will be coordinated by the Medical Education Unit of the Institution.
- (u) The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- (v) Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of undergraduate program, the medical student should be able to:

- (a) Recognize 'health for all' as a national goal and health right 'of all citizens and by undergoing training for medical profession fulfills his/her social obligations towards realization of this goal.

- (b) Learn every aspect of National policies on health and devote himself / herself to its practical implementation.
- (c) Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspect of common diseases.
- (d) Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- (e) Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- (f) Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
- (g) Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- (h) Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects.
- (i) Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- (j) Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine, action research and documentation skills.
- (k) Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following: -
  - 1. Family Welfare and Material and Child Health (MCH)
  - 2. Sanitation and water supply
  - 3. Prevention and control of communicable and non-communicable diseases
  - 4. Immunization
  - 5. Health Education
  - 6. IPHS standard of health at various level of service delivery, medical waste disposal.
  - 7. Organizational institutional arrangements.
- (l) Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery; General and hospital management, principal inventory skills and counseling.
- (m) Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- (n) Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- (o) Be competent to work in a variety of health care settings.
- (p) Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- (q) All efforts must be made to equip the medical graduate to acquire the practical skills.

**2.0 COURSE STRUCTURE****2.1 TRAINING PERIOD AND TIME DISTRIBUTION**

- (a) Every student shall undergo a period of certified study extending over 4½ academic years divided into 9 semesters, (i.e. of 6 months each) from the date of commencement of his study for the subjects comprising the medical curriculum to the date of completion of the examination and followed by one year compulsory rotating internship. Each semester will consist of approximately 120 teaching days of 8 hours each college working time, including one hour of lunch.
- (b) The period of 4½ years is divided into three phases as follows-
- (c) Phase-I (two semesters) - consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio-chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (Physiology 2/3 & Biochemistry 1/3).
- (d) Phase-II (3 semesters) - consisting of para-clinical/ clinical subjects. During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine.
- (e) The clinical subjects shall consist of all those detailed below in Phase III. Out of the time for Para-clinical teaching approximately equal time be allotted to Pathology, Pharmacology, Microbiology and Forensic Medicine and Community Medicine combined (1/3 Forensic Medicine & 2/3 Community Medicine). See Appendix-C.
- (f) Phase-III (Continuation of study of clinical subjects for seven semesters after passing Phase-I)
- (g) The clinical subjects to be taught during Phase II & III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynecology and Community Medicine.
- (h) Besides clinical posting as per schedule mentioned herewith, rest of the teaching hours be divided for didactic lectures, demonstrations, seminars, group discussions etc. in various subjects. The time distribution shall be as per Appendix-C.

The Medicine and its allied specialties training will include General Medicine, Pediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio-diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopedic Surgery including Physio-therapy and Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radio-therapy etc. The Obstetrics & Gynaecology training will include family medicine, family welfare planning etc.

- (i) The first 2 semester (approximately 240 teaching days) shall be occupied in the Phase I (Pre-clinical) subjects and introduction to a broader understanding of the perspectives of medical education leading to delivery of health care. No student shall be permitted to join the Phase II (Para-clinical/clinical) group of subjects until he has passed in all the Phase I (Pre-clinical subjects).
- (j) After passing pre-clinical subjects, 1½ year (3 semesters) shall be devoted to para-clinical subjects. Phase II will be devoted to para-clinical & clinical subjects, along with clinical postings. During clinical phase (Phase III) pre-clinical and para-clinical teaching will be integrated into the teaching of clinical subjects where relevant.
- (k) Didactic lectures shall not exceed one third of the time schedule; two third schedule shall include practicals, clinicals or/and group discussions. Learning process shall include living experiences, problem oriented approach, case studies and community health care activities.
- (l) The University shall organize admission timings and admission processes in such a way that teaching in first semester starts by 1<sup>st</sup> of August each year.

- (m) Supplementary examination shall be conducted within 6 months. The students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after he/she completes the full course of study of three semesters (i.e. 18 months) for the second professional MBBS examination.

- (n) Maximum Duration: Maximum course duration will be eleven years.

## 2.2 PHASE DISTRIBUTION AND TIMING OF EXAMINATION:

(a)	6 MONTHS	6 MONTHS	6 MONTHS
1	2	I <sup>st</sup> professional examination (during second semester)	
3	4	II <sup>nd</sup> professional Examination (During Fifth Semester)	
6	7	III <sup>rd</sup> professional Part I (Running 7 <sup>th</sup> Sem)	
8	9	III <sup>rd</sup> professional, Part II (Final Professional).	

- a. Passing in I<sup>st</sup> Professional is Compulsory before proceeding to phase II training.
- b. A student who fails in the II<sup>nd</sup> professional examination, shall not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- c. Passing in III<sup>rd</sup> Professional (Part I) examination is not compulsory before entering for 8<sup>th</sup> & 9<sup>th</sup> semester training, however passing of III<sup>rd</sup> Professional (Part I) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination.

During third to ninth semesters, clinical postings of three hours duration daily as specified in the Table below is suggested for various departments, after Introductory Course in Clinical Methods in Medicine & Surgery of two weeks each for the whole class.

Total	3 <sup>rd</sup> Sem	4 <sup>th</sup> Sem.	5 <sup>th</sup> Sem	6 <sup>th</sup> Sem	7 <sup>th</sup> Sem	8 <sup>th</sup> Sem	9 <sup>th</sup> Sem	Total
Subject	(Wks)	(Wks)	(Wks)	(Wks)	(Wks)	(Wks)	(Wks)	(Wks)
General*** Medicine	6		4		4	6	6	26
Paediatrics		2	-	2	2	4		10
Tuberculosis and Chest Diseases	-	2						02
Skin & STD		2		2		2		06
Psychiatry		-	2					02
Radiology*					2			02
General **** Surgery	6		4		4	6	6	26
Orthopaedics**			4	4			2	10
Ophthalmology		4		4			2	10
Ear Nose and Throat		4		4				8

Total	3 <sup>rd</sup> Sem	4 <sup>th</sup> Sem.	5 <sup>th</sup> Sem	6 <sup>th</sup> Sem	7 <sup>th</sup> Sem	8 <sup>th</sup> Sem	9 <sup>th</sup> Sem	Total
Subject	(Wks)	(Wks)	(Wks)	(Wks)	(Wks)	(Wks)	(Wks)	(Wks)
Obstetrics and Gynaecology including Family Welfare Planning	2	4	4		4	4	6	24
Community Medicine	4	4	-	4	-			12
Casualty				2				02
Dentistry					2			02
Total (in Weeks)	18	22	18	22	18	22	22	142

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester

\* This posting includes training in Radio diagnosis and Radiotherapy where existent.

\*\* This posting includes exposure to Rehabilitation and Physiotherapy.

\*\*\* This posting includes exposure to laboratory medicine and infectious diseases.

\*\*\*\* This includes maternity training did Family medicine and the 3rd semester posting shall be in Family Welfare Planning.

## 2.3 INTERNSHIP

- General Internship is a phase of training wherein a graduate is expected to learn methods/modalities for actual practice of medical and health care and acquire skills under supervision so that he/she may become capable of functioning independently.
- In order to make trained work force available, it may be considered as a phase of training wherein the graduate is expected to conduct actual practice under "the supervision of a trained doctor. The learning methods and modalities have to be done during the MBBS course itself with larger number of hands on session, practice on simulators including zoes models.
- Specific Objectives

At the end of the internship training, the student shall be able to:

- Diagnose clinical common disease conditions encountered in practice and make timely decision for referral to higher level;
- Use discreetly the essential drugs, infusions, blood or its substitutes and laboratory services.
- Manage all type of emergencies-medical, surgical obstetric, neonatal and paediatric, by rendering first level care;
- Demonstrate skills in monitoring of the National Health Programme and schemes, oriented to provide preventive and promotive health care services to the community;
- Develop leadership qualities to function effectively as a leader of the health team organised to deliver the health and family welfare service in existing socio-economic, political and cultural environment;
- Render services to chronically sick and disabled (both physical and mental) and to communicate effectively with patient and the community.

- (d) Time allocation to each discipline is approximate and shall be guided more specifically by the actual experience, obtained. Thus a student serving in a district or taluka hospital emergency room may well accumulate skill in surgery, orthopaedics, medicine, obstetrics and Gynaecology and Paediatrics during even a single night on duty. Responsible authorities from the medical college shall adjust the intern experience maximize intern's opportunities to practice skills in patient care in rough approximation of the time allocation suggested.

(e) Internship Time Distribution

1. **COMPULSORY**

• Community Medicine	2 Months
• Medicine including 15 days of Psychiatry	2 Months
• Surgery including 15 days Anaesthesia	2 Months
• Obst./Gynae. including Family Welfare Planning	2 Months
• Paediatrics	2 Months
• Orthopaedics including PMR	1 Months
• ENT	15 Days
• Ophthalmology	15 Days
• Casualty	15 Days

2. Elective Posting (1x15 days)

Subjects for Elective posting will be as follows:

- Dermatology and Sexually Transmitted Diseases.
- Tuberculosis and Respiratory Diseases.
- Radio-Diagnosis
- Forensic Medicine
- Blood Bank
- Psychiatry

Note:—Structure internship with college assessment at the end of the internship.

2.3.6 Other Details

- All parts of the internship shall be done as far as possible in institutions of India. In case of any difficulties, the matter may be referred to the Medical Council of India to be considered on individual merit.
- Every candidate will be required after passing the final MBBS examination to undergo compulsory rotational internship to the satisfaction of the College authorities and university for a period of 12 months so as to be eligible for the award of the degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) and full registration.
- The University shall issue a provisional MBBS pass certificate on passing the final examination.
- The State Medical Council will grant provisional registration to the candidate on production of the provisional MBBS pass certificate. The provisional registration will be for a period of one year. In the event of the shortage or unsatisfactory work, the period of provisional registration and the compulsory rotating internship may be suitably extended by the appropriate authorities.

The intern shall be entrusted with clinical responsibilities under direct supervision of senior medical officer. They shall not be, working independently :—

- ❖ Interns will not issue a medical certificate or 'a death certificate or a medico-legal document under their signature.
- ❖ Adjustment to enable a candidate to obtain training in elective clinical subjects maybe made.
- ❖ One year's approved service in the Armed Forces Medical Services, after passing the final MBBS examination shall be considered as equivalent to the pre-registration training detailed above; such training shall, as far as possible, be at the Base/General Hospital.

### 2.3.7 Assessment of Internship

- The intern shall maintain a record of work which is to be verified and certified by the medical officer under whom he works. Apart from scrutiny of the record of work, assessment and evaluation of training shall be undertaken by an objective approach using situation tests in knowledge, skills and attitude during and at the end of the training. Based on the record of work and date of evaluation, the Dean/Principal shall issue certificate of satisfactory completion of training, following which the University shall award the MBBS degree or declare him eligible for it.

Satisfactory completion shall be determined on the basis of the following:—

- ▲ A Proficiency of knowledge required for each case  
SCORE 0-5
- ▲ The competency in skills expected to manage each case:
  - (a) Competency for performance of self performance,
  - (b) of having assisted in procedures,
  - (c) of having observed.
 SCORE 0-5
- ▲ Responsibility, punctuality, work up of case, involvement in treatment, follow-up reports.  
SCORE 0-5
- ▲ Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedicals).  
SCORE 0-5
- ▲ Initiative, participation in discussions, research aptitude.  
SCORE 0-5

Poor / Fair / below average / average / above average / excellent

0      1      2      3      4      5

- A Score of less than 3 in any of above items will represent unsatisfactory completion of internship.
- Full registration shall only be given by the State Medical Council/Medical Council of India on the award of the MBBS degree by the university or it declaration that the candidate is eligible for it.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

- 3.1 **Eligibility Criteria:** No Candidate shall be allowed to be admitted to the Medical Curriculum proper of first Bachelor of Medicine and Bachelor of Surgery (MBBS) Course until:
  - 3.1.1 He/she shall complete the age of 17 years on or before 31st December of the year of admission to the MBBS Course.

3.1.2 He/she has passed qualifying examination as under:

3.1.2.1 The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of physics, Chemistry, Biology/Bio-technology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education.

**Note:** - Where the course content is not as prescribed for 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the Medical colleges.

3.1.2.2 The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology/Bio-technology which shall include a practical test in these subjects and also English as a compulsory subject.

Or

3.1.2.3 The pre-professional/pre-medical examination with Physics, Chemistry and Biology/Biotechnology, after passing either the higher secondary school examination, or the Pre University or an equivalent examination. The pre-professional/pre-medical examination shall include a practical test in Physics, Chemistry & Biology/Bio-technology and also English as a compulsory subject.

Or

3.1.2.4 The first year of the three years degree course of a recognized University, with Physics, A Chemistry and Biology/Bio-technology including a practical test in these subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core course.

Or

3.1.2.5 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects Physics, Chemistry, Biology(Botany, Zoology)/ Bio, technology and further that he/she has passed the earlier qualifying examination with the A following subjects - Physics, Chemistry, Biology/Biotechnology and English.

Or

3.1.2.6 Any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology/Bio-technology including practical test in each of these subjects and English.

**Note:—**

The pre-medical course may be conducted either at Medical College or a Science College.

Marks obtained in mathematics are not to be considered for admission to MBBS course.

After the 10+2 course is introduced, the integrated courses should be abolished.

**3.2 Selection of Students:** Students for M.B.B.S. course shall be selected strictly as per guidelines of MCI and State Government Medical Education Department, Bhopal on the basis of merit as determined by the competitive entrance examination.

• Procedure for selection to MBBS course shall be as follows:-

A candidate must have passed in the subjects of Physics, Chemistry, Biology/Bio-technology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology/Bio-technology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance examination by securing not less than 50% marks in Physics, Chemistry and Biology/Bio-technology taken together in the competitive examination.



- In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other categories the marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.
- Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the MBBS course, he shall not be admitted " to that course until he fulfills the eligibility criteria.
- Provided that the eligibility criteria for admission to persons with locomotory disability-of lower limbs will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in MBBS course.

### 3.3 Migration

- (a) Migration from one medical college to other is not a right of a student. However, migration of students from one medical college to another medical college in India may be considered by the Medical Council of India only in exceptional cases on extreme compassionate grounds, provided following criteria are fulfilled. Routine migrations on other grounds shall not be allowed.
- (b) Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognized by the Medical Council of India.
- (c) The applicant candidate should have passed first professional MBBS examination.
- (d) The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination. The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at IInd professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination at the transferee medical college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.
- (e) Migration during clinical course of study shall not be allowed on any ground.
- (f) All applications for migration shall be referred to Medical Council of India by college authorities. The Institution / University shall not allow migrations directly without the approval of the Council. Council reserves the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council.
- (g) Compassionate grounds criteria for migration as laid down by MCI -
  - Death of a supporting guardian.
  - Illness of the candidate causing disability
  - Disturbed conditions as declared by Government in the Medical College area.
- (h) Migration of students from one medical college to another medical college may be granted on any genuine ground subject to the availability. of vacancy in the college where migration is sought and fulfilling the other requirements -laid down in the Regulations. Migration would be restricted to 5% of the sanctioned intake of the college during the year. No migration will be permitted on any ground from one medical college to another located within the same city.
- (i) Migration of students from one College to another is permissible only if both the colleges are recognized by the Central Government under section 11(2) of the Indian Medical Council Act, 1956 and further subject to the condition that it shall not result in increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.

- (j) The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination. Migration during clinical course of study shall not be allowed on any ground.
- (k) For the purpose of migration an applicant candidate shall first obtain "No Objection " from the college where he is studying for the present and the university to which that college is affiliated and also from the college to which the migration is sought and the university to which that college is affiliated. He/She shall submit his application for migration within a period of 1 month of passing (Declaration of result of the 1st Professional MBBS examination) along with the above cited four "No. Objection Certificates" to; (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.
- (l) A student who has joined another college on migration shall be eligible to appear in the II<sup>nd</sup> professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

**Note-1:** The DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE /Institutions shall frame' appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2:** Any request for migration not covered under the provisions of these Regulations shall be referred to the Medical Council of India for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:** The Institution shall send intimation to the Medical Council of India about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

#### 4.0 COMMENCEMENT OF COURSE

- (a) The M.B.B.S. course shall commence with effect from 1st August of respective year. or as per prevailing rules.
- (b) The last date up to which students can be admitted against vacancies arising due to any reason shall be 30<sup>th</sup> September of respective year or as per prevailing rules.

#### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

- (a) Examination Regulations—Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

- **Attendance**

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting and bed side clinics etc.

- **Internal Assessment**

- (a) It shall be based on day today assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- (b) Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations shall be decided by the Institutions.
- (c) Day to day records shall be given importance during internal assessment

- (d) Weightage for the internal assessment shall be 20% of the total marks in each subject.
- (e) Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.
- (f) Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated. Some examples are as follows:
  - Preparation of subject for students seminar.
  - Preparation of a clinical case for discussion.
  - Clinical case study/problem solving exercise.
  - Participation in Project for health care in the community (planning stage to evaluation).
  - Proficiency in carrying out a practical or a skill in small research project.
  - Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work /vacation work.

#### **6.0 APPOINTMENT OF EXAMINERS**

- (a) No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken at least five years previously, a doctorate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.
- (b) There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof candidates appearing, be appointed.
- (c) Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualifications and five year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- (d) External examiners shall not be from the same university and preferably be from outside the state.
- (e) The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- (f) External examiners shall rotate at an interval of 2 years.
- (g) There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- (h) Except Head of the department of subject concerned in a college/institution, all other with the rank of reader equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

**7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL**

- (a) Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type and marks for each part indicated separately. Question papers should preferably short structure/objective type.
- (b) Practicals/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation. Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination
- (c) Viva/oral includes evaluation of management approach and handling of emergencies. Candidates skill in interpretation of common investigative data, x-rays, identification of specimens, ECG etc. also is to be evaluated.
- (d) The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- (e) Question papers should preferably be of short structure/objective type.
- (f) Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.
- (g) During evaluation it shall be ascertained if the candidate has acquired the desired practical skills.
- (h) There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results. Universities Examinations shall be held as under:-
- (i) **First Professional:-**  
In the second Semester of Phase I training, in the subjects of Anatomy, Physiology and Bio-Chemistry.
- (j) **Second Professional:-**  
In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacy and Forensic Medicine.
- (k) **Third Professional :—**  
Part I- in the Seventh Semester of Phase III, in the subjects of Ophthalmology, Oto-rhynolaryngology and Community Medicine.
- (l) **Third Professional :-**  
II-(Final Professional) - At the end of Phase III training in the subjects Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

**Note :—**

- (a) Results of University examinations shall be declared before the start of teaching for next semester
- (b) Passing in 1<sup>st</sup> Professional is compulsory before proceeding to Phase II training.
- (c) A student who fails in the II<sup>nd</sup> professional examination, should not be allowed to appear III<sup>rd</sup> Professional Part 1 examination unless he passes all subjects of II<sup>nd</sup> Professional examination. Passing in III<sup>rd</sup> Professional (Part-1) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination.
- (m) **Distribution of marks to various disciplines:**

- First Professional examination:(Pre-clinical Subjects):-
- Anatomy :

Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100 marks.

Oral (Viva) 20 marks

Practical 40 marks

Internal Assessment

(Theory-20; Practical-20) 40 marks

Total 200 marks

**(n) Physiology including Biophysics**

- Theory-Two papers of 50 marks each
- (One applied question of 10 marks in each paper) 100 marks
- Oral (Viva) 20 marks
- Practical 40 marks
- Internal Assessment
- (Theory-20; Practical-20) 40 marks
- Total 200 marks

**(o) Biochemistry**

- Theory-Two papers of 50 marks each
- (One applied question of 10 marks in each paper) 100 marks
- Oral (Viva) 20 marks
- Practical 40 marks
- Internal Assessment
- (Theory-20; Practical-20) 40 marks
- Total 200 marks

- (p) Pass:** In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals.

**7.9.2 Second Professional Examination: (Para-clinical subjects)**

**(a) Pathology**

- Theory-Two papers of 40 marks each
- (One applied question of 10 marks in each paper) 80 marks
- Oral (Viva) 15 marks
- Practical 25 marks
- Internal assessment
- (Theory-15; Practical-15) 30 marks
- Total 150 marks

**(b) Microbiology**

- Theory-Two papers of 40 marks each
- (One applied question of 10 marks in each paper) 80 marks
- Oral (Viva) 15 marks
- Practical 25 marks
- Internal assessment
- (Theory-15; Practical-15) 30 marks
- Total 150 marks

**(c) Pharmacology**

- Theory-Two papers of 40 marks each

- Containing one question on clinical therapeutics 80 marks
- Oral (Viva) 15 marks
- Practical 25 marks
- Internal assessment
- (Theory-15; Practical-15) 30 marks

Total 150 marks

**(d) Forensic Medicine**

- Theory-one paper 40 marks
- Oral (Viva) 10 marks
- Practical/Clinicals 30 marks
- Internal assessment
- (Theory-10; Practical.-10) 20 marks

Total 100 marks

- (e) Pass:** In each of the subjects, a candidate must obtain 50 % in aggregate with a minimum of 50% in Theory including oral and minimum of 50% in Practicals/clinicals.

**7.9.3 Third Professional - Part I**

To be conducted during end period of seventh semester.

**(a) Ophthalmology**

Theory : One paper 40 marks

(should contain one question on pre-clinical and para-clinical aspects, of 10 marks)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks (Theory-10; Practical-10)

Total 100 marks

**(b) Oto-Rhino-Laryngology**

Theory: One paper 40 marks

(should contain one question on pre-clinical and para-clinical aspects, of 10 marks)

Oral (Viva) 10 marks

Clinical 30 marks Internal assessment 20 marks (Theory -10 Practical-10)

Total 100 marks

**(c) Community Medicine including Humanities**

**Theory:** Two papers of 60 marks each 120 marks (includes problem solving, applied aspects of management at primary level including essential drugs, occupational (agro based) diseases, rehabilitation and social aspects of community).

Oral (Viva) 10 marks

Practical/Project evaluation 30 marks

Internal assessment 40 marks

(Theory -20; Practical-20)

Total 200 marks

- (d) Pass:** In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in practicals/clinicals.

**7.9.4 Third Professional - Part II**

Each paper shall have two sections. Questions requiring essay type answers may be avoided.

**(a) Medicine**

Theory- Two papers of 60 marks each 120 marks

Paper I- General Medicine

Paper II- General Medicine (including Psychiatry, Dermatology and S.T.D.)

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) Interpretation of X-ray ECG, etc: 20 marks Clinical (Bed side) 100 marks Internal assessment 60 marks (Theory-30; Practical-30)

Total 300 marks

**(b) Surgery**

Theory-Two papers of 60 marks each 120 marks Paper-1-General Surgery (Section 1)

Orthopaedics (Section 2)

Paper II-General Surgery including

Anaesthesiology, Dental diseases and Radiology. (shall contain one question on basic sciences and allied subjects)

Oral (Viva) Interpretation of Investigative data 20 marks Clinical (Bed Side) 100 marks

Internal assessment 60 marks

(Theory-30; Practical-30) 60 marks

Total 300 marks

Paper I of Surgery shall have one section in Orthopaedics. The questions on Orthopaedic Surgery be set and assessed by examiners who are teachers in the Orthopaedic surgery.

**(c) Obstetrics and Gynaecology**

Theory Two papers of 40 marks each 80 marks Paper I- Obstetrics including social obstetrics.

Paper II - Gynaecology, Family Welfare and Demography

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) including record of delivery cases (20+10) 30 marks

Clinical 50 marks

Internal assessment

(Theory-20; Practical-20) total 40 marks

Total 200 marks

**(d) Pediatrics: (Including Neonatology)**

Theory: One paper 40 marks -

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory-10; Practical-10)

Total 100 marks

- (e) Pass:** In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals/clinicals.

**7.10 Criteria for passing**

- (a) Results of University examinations shall be declared before the start of teaching for next semester.
- (b) Passing in 1st Professional is compulsory before proceeding to Phase II training.
- (c) A student who fails in the II<sup>nd</sup> professional examination should not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- (d) Passing in III<sup>rd</sup> Professional (Part-I) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination.

**7.11 Division and Merit) list**

- (a) The division shall be awarded only after 3<sup>rd</sup> part II university examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> part I and 3<sup>rd</sup> part II M.B.B.S. University examinations. There shall be only three divisions as follows:-

1 <sup>st</sup> division with honors	75 % and above
1 <sup>st</sup> division	60 % and above but below 75%
2 <sup>nd</sup> division	50 % and above but below 60%

- (b) The merit shall be declared by the university after the declaration of result of 3<sup>rd</sup> Part II M.B.B.S. university examination on the basis of the integrated performance of all the four M.B.B.S. university examinations. The merit list shall include first 10 candidates securing at least 1<sup>st</sup> division and passing all M.B.B.S. university examination in first attempts with all subjects taken together.

**7.12 Condonation of deficiency in marks**

- (a) The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.
- (b) After condonation of marks the result of the concerned M.B.B.S. university examination shall be declared as "Pass by condonation" or "Pass by grace".

**8.0 REVALUATION I RE-TOTALING**

- (a) Re-totaling-The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity. to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.
- (b) Revaluation - Revaluation of theory papers in all years of study of the M.B.B.S. course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly (qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

**9.0 CANCELLATION OF ADMISSION**

- (a) The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:
- (b) He/She is not found to be qualified or eligible as per MCI norms and guidelines.
- (c) He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.
- (d) He/She is found to be involved in serious breach of discipline in the institution or the university campus.



**APPENDIX-A****Prescribed Teaching Hours**

Following minimum teaching hours are prescribed in various disciplines:

**A. Pre-Clinical Subjects: (Phase-I-First and Second Semester)**

Anatomy	650 Hrs.
Physiology	480 Hrs.
Biochemistry	240 Hrs.
Community Medicine	6.0 Hrs.

**B. Clinical Subjects: (Phase-II-5th to 7th Semester).**

Pathology	300 Hrs.
Pharmacology	300 Hrs.
Microbiology	250 Hrs.
Community Medicine	200 Hrs.
(including 8 weeks postings of 3 hrs each)	
Forensic Medicine	100 Hrs.

Teaching of para-clinical subjects shall be 4 hrs per day in 3rd Hrs Semester and 3Hrs per day in 4th and 5th Semesters (See attached Time Table)

**C. Clinical Subjects**

- 1: Clinical postings as per chart attached.
- 2: Theory lectures, demonstrations and Seminars addition to clinical postings as under. The clinical lectures to be held from 4th Semester onwards (See attached Time Table)

Gen-Medicine	300 Hours
Gen. Surgery	300 Hours
Paediatrics	100 Hours
Orthopedics	100 Hours
T.B. and Chest	20 Hours
Ophthalmology	100 Hours
Psychiatry	20 Hours
ENT	70 Hours
Skin and STD	30 Hours
Radiology	20 Hours
Community Medicine	50 Hours
Dentistry	10 Hours
Anaesthesia	20 Hours
Obst & Gynae.	300 Hours

**Note:-**

This period of training is minimum suggested.

Adjustments where required depending on availability of time shall be made. This period of training does not include university examination period. Extra time available be devoted to other Sub-specialties.

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester.

This posting shall include training in Radiodiagnosis.

This posting includes exposure to Rehabilitation Physiotherapy

This posting includes exposure to laboratory medicine and infectious diseases.

This posting includes exposure to dressing and Anesthesia.

This includes maternity training and Family medicine and the 3rd semester posting shall be in family Welfare Planning.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 20 of 2015****B.H.M.S. (BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY)****Statutory Body: Central Council of Homoeopathy****1. DEFINITIONS:**

- a. Academic programme / programmes: shall mean a programme courses leading to award of B.H.M.S. (Bachelor of Homoeopathic Medicine and Surgery) degree. As per the guideline, rules and policies of regulatory council and the government of Madhya Pradesh.
- b. Board of Studies (BOS) shall mean the Board of Studies of the School concerned of the University.
- c. Course means a component of Academic Programme, carrying a distinctive code number.
- d. External examiner shall mean an examiner who is not in the employment of the University or its affiliated institutions.
- e. Student shall mean a person admitted to the University and its affiliated institutions for the academic programme to which this Ordinance is applicable.
- f. University shall mean DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

2. The University shall hold examinations for the academic programme, as is approved by the Academic Council and for awarding B.H.M.S. degree, as per the prescribed Schemes of Teaching and Examinations and Syllabus as approved by the Academic Council.

3. Admissions of the students shall be made by the institution/college, under the overall supervision of the University, as per the guidelines decided by the Academic Programme Committee, in accordance with the Govt. of M.P. policy, and for the programmes/intake for which the University has granted affiliation. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

Examinations shall be open to regular students so admitted, who have undergone a course of study in the institutional college, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabus.

Provided further, that a student may be debarred from appearing in the examination of one or more courses as provided in Clause 7 of this Ordinance.

**4. ACADEMIC PROGRAMME COMMITTEE**

- a. There shall be an Academic Programme Committee in the concerned school of studies/Institute of the University and programme-wise Academic Programme Committee(s) in affiliated institutions.
- b. (i) In the case of school of studies/Institutes of the University, all the teachers of the school not exceeding twenty five shall constitute the Academic Programme Committee of which the Dean of the school shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilisation of resources.

(ii) In the case of affiliated institutions, full time university recognized teachers not exceeding twenty five involved in the teaching of the course in an institutional college shall constitute the, Academic Programme Committee for that programme.

This Committee shall be headed by the Director/Principal of that institution / college, or another member of the Committee so nominated by him. This Committee shall coordinate the

implementation of the courses for optimum utilisation of resources and shall also coordinate with Programme Coordination Committees as constituted by the University.

- c. The Academic programme Committees shall also perform other tasks as assigned to it by the Board of studies of the concerned School of study of the University or by the Director/Principal of the concerned affiliated institution.
- d. The Academic Programme Committee shall meet as and when required but at least once during every six months. The Chairman of the Committee will convene the meetings.

#### 4.1 Eligibility

For admission to BAMS/BHMS/BUMS/BNYS course, only those candidates are eligible who have passed the 12<sup>th</sup> Exam of 10+2 system (qualifying examination) with Physics, Chemistry and Biology subjects separately and has secured not less than 50% aggregate marks for unreserved category. Candidate of all categories and classes are required to have passed ENGLISH subject in the qualifying examination of 10+2 system.

OR

Have passed an equivalent or higher examination with Physics, Chemistry and Biology from any other recognized Board or University recognized by Department of School Education, Government of Madhya Pradesh. For foreign nationals seeking admission, their eligibility shall be considered on the basis of equivalent certificate issued to them by the concerned Board / University and approved by the Ministry of External Affairs, Government of India. Candidate of all categories and classes are required to have passed ENGLISH subject in qualifying equivalent examination. No candidate shall be allowed to be admitted in Ayurveda/ Homeopathy/Unani/Naturopathy & Yoga Colleges until the candidate has completed or shall complete the age of 17 years on or before 31<sup>st</sup> December of the year of examination.

### 5. PROGRAMME COORDINATION COMMITTEE

In order to facilitate academic coordination between different institutions running the same programme, a Programme Coordination Committee may be constituted by the University, if deemed desirable. The Directors/Principals of the concerned affiliated institutions shall be members of this Committee. The Committee shall be headed by the Dean of the University/ Director/ Principal to be nominated by the Vice-Chancellor.

The Committee shall coordinate the implementation of the academic programme to include timely coverage of the courses and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers, if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabus.

### 6. VACATION FOR STUDENTS

Vacation for students shall be, as notified in the Academic Calendar every year by the University.

### 7. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the Subjects taken together in an Academic year, provided that the Dean of the school in case of University Schools and Principal/Director in case of University maintained /affiliated institutes may conduct attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in an Academic year shall be not allowed to appear in the Annual examination.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take readmission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged. Dean of the School/ Director/Principal shall announce the names of all such students who are not eligible to appear in the Annual examination, at least calendar days before the start of the examination and simultaneously intimate the same to the Controller of

Examinations. In case any student appears by default, who in fact has been detained by the Institutional College, his / her result shall be treated as null and void.

## 8. CURRICULUM OF THE PROGRAMME

Curriculum of the B.H.M.S. courses, theory and practical's shall be as approved by the Academic Council.

## 9. (A) MINIMUM TEACHING HOURS, EXAMINATION & EVALUATION, CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (i) Any undergraduate may be admitted to the First B.H.M.S. examination provided that he has regularly attended, the following courses of instruction in the subjects of the examination, theoretical and practical for not less than one and half years in the college / institution to the satisfaction of the Principal / Director / Principal of the institution.
- (ii) A candidate securing 75% or above marks in any of the subjects shall be declared to receive honours in that subjects provided he has passed the examination in the first attempt.
- (iii) In order to pass the B.H.M.S. Examination a candidate must pass in all subjects of the examination Pass marks in all subjects both homoeopathic and allied medical subjects shall be 50% in each part (written, oral with practical).
- (iv) For appearing in Second B.H.M.S., exam, the candidate should have passed the First B.H.M.S. examination at least one year previously; and for third B.H.M.S. exam, he has passed the second B.H.M.S. examination at least one year previously. The Third B.H.M.S. examination shall be held at the end of 3.5 years of B.H.M.S. course or at the end of 42nd month of admission to First B.H.M.S.
- (v) The Fourth B.H.M.S. Examination shall be held at the end of 54th month of admission to First B.H.M.S.

**NOTE:-**Any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

## 10. RESULTS AND READMISSION TO EXAMINATION

- (i) Controller of Examination will ensure that the results of the examination are published in time so that the students who successfully complete the B.H.M.S. examinations can complete the course in 5 & 1/2 years after admission.
- (ii) Candidates who has passed in one or more subjects need not appear in that subject or those subjects again in the subsequent examinations if the candidate passes the whole examination within four chances including the original examination.
- (iii) Facility to keep term: Notwithstanding with the foregoing regulations, the students shall be allowed the facility to keep term on the following conditions:
  - (a) The candidate must pass the Second B.H.M.S. examination at least one term (6 months) before he is allowed to appear in the Third B.H.M.S. examination.
  - (b) The candidate must pass the Third B.H.M.S. examination at least one term (6 months) before he is allowed to appear in the Fourth B.H.M.S. examination.
  - (c) No candidate shall be given more than 4 chances to appear in First B.H.M.S. examination in the same subject.
  - (iv) A candidate who appears at Second or Third B.H.M.S. examinations, but fails to pass in the subject or subjects, he may be admitted to the next examination in the subject or subjects. However candidates shall be allowed to keep term as provided in (iii) above.
  - (v) Special classes, seminars, demonstrations, practical, tutorials etc. shall be arranged for the repeaters in the subject in which they have failed before they are allowed to appear at the next examination, in which attendance shall be Compulsory.

- (vi) If a candidate fails to pass in all the subjects within four chances in examinations, he shall be required to prosecute a further course of studying all the subjects and in all parts for one year to the satisfaction of the head of the college and appearing for examination in all the subjects.  
Provided that if a student appearing for the Fourth B.H.M.S. examination has only one subject to pass at the end of prescribed chances, he shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special chance.
- (vii) The examining body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the Central Council of Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.
- (viii) Grace marks may be awarded to the students at the discretion of the University examining body on exceptional circumstances.

**NOTE:-** However, in clause 10 it is subject to the provision that any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

## 11. EXAMINERS

No person other than the holder of a Diploma obtained after 4 years of study or a Degree in Homoeopathy or a person possessing qualification included in the Third Schedule shall be appointed as an internal or external examiner or paper setter for the conduct of a professional examination for the B.H.M.S. (Degree) any course.

Provided that: -

- (a) No such person shall be appointed as an internal examiner unless he has at least three year's teaching experience in the subject.
- (b) No person below the rank of a Reader / Assistant Professor in the subject of a Degree level institution/ college shall be appointed as an internal examiner.
- (c) No person shall be appointed as an external examiner in any allied medical subject unless he possesses a recognised medical qualification as required for appointment to a relative teaching post in accordance with Annexure B, of the Homoeopathy (Minimum Standard of Education) Regulation, 1983 / MSR 2013.
- (d) External examiners shall be appointed only from the teaching staff of recognised Homoeopathic College and Colleges of Modern Medicine.
- (e) Not more than one-third of the total number of external examiners shall be from amongst practitioners in Homoeopathy or Modern Medicine who, in the opinion of the examining body are practitioners of reputed and who have obtained a Homoeopathic qualification or a medical qualification recognized under the Indian Medical Council Act, 1956; MCH 2013.

## 12. INTERNSHIP

1. Training in paediatric department to understand paediatric problems and their management through Homoeopathy.
2. In the department of skin he should be exposed to various skin lesions and their diagnosis including allergy, leprosy, Leukoderma etc., and their management through Homoeopathy.
3. He should be exposed to various community based health activities, health programmes, their implementations and organisational set up. He should also be involved in motivational programmes, health education nutrition, M.C.H., Family welfare and other activities, Control of communicable diseases like tuberculosis, leprosy and sexually transmitted disease.
4. Medico-Legal: Acquaintance with issue of various medical certificates like leave certificate on the ground of sickness, fitness certificate, death certificate, birth certificate, medical examination, court procedures in police cases like deaths by unnatural cause, accident etc. preservation of viscera in poisoning cases, postmortem, various Drugs Acts, Homoeopathic

Pharmacopoeias, Homoeopathy Central Council Act, various State Homoeopathic Acts, Act of professional conduct and ethics.

5. **Drug Proving:**

In case of degree level internee, it shall be compulsory to take part in Drug Proving Programme and the internee shall prove at least one drug during the period of internship.

6. Each student during the compulsory internship training shall be allotted specific assignment for doing his/her original work in an objective manner. The assignment to be given shall be. Decided mutually by the concerned students and the college authorities. Such assignments will be evaluated by a team of 3 experts (relevant to subject) appointed by the College/ institution with consent of University concerned. The College authority will also ensure avoidance of duplication of work.

7. **Maintenance of Records**

Each internee shall have to maintain a detailed record of at least 25 acute cases and 15 chronic cases treated with homoeopathic medicine during his training in the medical department. Each internee shall have to maintain at detailed record of at least 10 delivery cases attended by him in the Department of Obstetrics and 15 surgical cases assisted by him in the Department of Surgery. During this period internee shall also have to carry out any selective assignment on any subject given to him by the physician In-charge.

8. **Attendance**

Minimum attendance of each internee shall not be less than 80%.

9. Each candidate shall be required to undergo compulsory rotating internship of one year, after passing the final B.H.M.S. Examinations, to the satisfaction of the Principal of the Homoeopathic College. Thereafter only, the candidate shall be eligible for the award of Degree of Homoeopathic Medicine and Surgery (B.H.M.S.) by the University.

- (i) All parts of the internship training shall be undertaken at the hospital attached to the College, and, in cases where such hospital cannot accommodate all of its students for internship then such candidates/ students shall be informed in writing by the college and it shall be the responsibility of the College to ensure that each of such students is put on internship training in a Homoeopathic Hospital or dispensary run by Government or local bodies.

- (ii) To enable the State Board/ Council of Homoeopathy to grant provisional registration of minimum of one year to each candidate to undertake the internship, the University concerned shall issue a provisional passed certificate on passing the final B.H.M.S. examination to each successful candidate.

Provided that in the event of shortage, or unsatisfactory work, the period of compulsory internship and the provisional registration shall be accordingly extended by the State Board/ Council.

- (iii) Full registration shall only be given by the State Boards if the B.H.M.S. degree awarded by the University concerned is a recognized medical qualification as per Section 13(1) of the Act, and Board shall award registration to such candidates who produce certificate of completion or compulsory rotation internship of not less than one year duration from the Principal of College where one has been a bonafide student which shall also declare that the candidate is eligible.

- (iv) The internee students shall not prescribe the treatment including medicines and each of them shall work under the direct supervision of Head of Department concerned and/or a Resident Medical Officer. No intern student shall issue any medico-legal document under his/her signatures.

- (v) Each candidate shall complete the internship training at the maximum within a period of 24 months after passing the final year examination.

10. The internship training shall be regulated by the Principal in consultation with concerned Heads of Departments and R.M.O. as under:-
  - (i) Each internee student shall be asked to maintain a record of work which is to be constantly monitored by the Head of concerned Department and/or Resident Medical Officer under whom the internee is posted. The scrutiny of record shall be done in an objective way to update the knowledge, skill and aptitude of internee.
  - (ii) The stress during the internship training shall be on case taking, evaluation of symptoms, nosological and miasmatic diagnostic analysis, repertorisation and management of sick people based on principles of Homoeopathy. Weekly seminars shall be conducted where interns in rotation be given, a chance to present their cases for discussion, and, concerned teachers/ R.M.O. shall assess performance of each of interns.
  - (iv) Rotation of intern-students shall be as under:
    - (a) Practice of Medicine- 8 months wherein internee will be rotated in each Psychology, Respiratory, Gastro-intestinal, Endocrinology, Skin and V.D., Locomotor, Cardiology, Paediatrics sections.
    - (b) Surgery - 1 month
    - (c) Obstetrics & Gynaecology - 2 months (1 month each (including Reproductive & child healthcare))
    - (d) Community medicine (including PHC/ CHC) – 1 month
  - (iv) Each internee shall be exposed to clinicopathology work to acquire skill in taking samples and doing routine blood-examination, blood smear for parasites, sputum examination, urine and stool examination. Students shall be trained to correlate laboratory findings with diagnosis and management of sick people.
  - (v) Each internee shall be given opportunities to learn the diagnostic techniques like x-rays, Ultrasonography, E.C.G., Spirometer and other forthcoming techniques and co-relate their findings with diagnosis and management of cases.
  - (vi) Each internee students shall be given adequate knowledge about issuing of medico-legal certificates including medical and fitness certificates, death certificates, birth certificates, court producers and all of such legislation's be discussed which were taught in curriculum of Forensic Medicine.
  - (vii) Each internee shall maintain records of 40 actual and 25 chronic cases complete in all manner including follow up in Practice of Medicine, record of 5 antenatal check-up and 3 delivery cases attended by him/ her in Department of Obstetrics and 3 cases of Gynaecology, records of 5 surgical cases assisted by him (and demonstrational knowledge of dressings) in Surgery department, and records of knowledge gained in Primary Health Centres, Community Health Centres, various health programmes.
  - (viii) It shall be compulsory for each intern-student to prove at least one drug during the Period of internship.
  - (ix) Each internee shall be given a liberty to choose an elective assignment on any subject, and complete out-put shall be furnished in writing by the internee in respect of selective assignment to the Principal of the College within internship duration.
  - (x) Each intern shall be posted on duty in such a manner that each of them attend at least 15 days in O.P.D. and 15 days in I.P.D. at least in each month (except for duty in Community Medicine) and attend the other parts of duty including self-preparation in Library.
  - (xi) Each intern-student shall be made to learn importance of maintaining statistics and records, intern-student shall also be familiarized with research-methodology.
13. (i) Each internee shall have not less than 80% of attendance during the internship training.

(ii) Each internee shall be on duty of at least 6 hrs per day during the compulsory internship training.

**NOTE:** - However any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

**14 (a) USE OF UNFAIR MEANS**

All cases regarding reported use of Unfair Means in the examination shall be placed before a "Standing Unfair Means Committee to be constituted by the Principal / Director of the institution/ college for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Programme Committee and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Programme Committee.

**b) STUDENTS GRIEVANCE COMMITTEE**

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Principal / Director of the institution/ college, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

**15. AWARD DEGREE**

A student shall be awarded a degree if:

- a. If he has successfully passed the final B.H.M.S. examination, held at the end of 4 1/2 years and completed one year of compulsory rotatory internship after passing the final examination, as prescribed.
  - b. There are no dues outstanding in his/her name to the University/Affiliated Institution: and
  - c. No disciplinary action is pending against him/her.
- 16.** Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices dates for submission of examination forms, issue of duplicate degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
- 17.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.
- 18.** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.



**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**  
**No. 21 of 2015**  
**DIPLOMA IN ENGINEERING (3 YEARS)**  
**Statutory Body: AICTE**

**1.0 THREE YEARS DIPLOMA PROGRAMMES**

Hereafter referred, as Diploma in disciplines of Engineering/ Technology or Vocational/ Occupation based disciplines of three-year (six-semester) duration, herein after called: 3-YDP, shall be designated as DIPLOMA in respective Branch. The fees for each course shall be decided by Board of Management of University. The Number of seats in each course will be as per Statute 28.

- 1.1 This Diploma shall include the branches of Applied Videography, Architecture, Cement Technology, Computer Science and Engineering, Costume Design and Dress making, Food Technology, Garment Technology, Instrumentation Engg., Interior Decoration and Design, Information Technology, Metallurgy, Mining and Mine Surveying, Modern Office Management, Opto-Electronics, Production Engg., Textile Design, Automobile Engg., Chemical Engineering, Civil Engineering, Construction Technology and Management, Electrical Engineering, Electronics & Telecommunication Engg., Mechanical Engineering, Refinery and Petro, Plastic Technology, Printing Technology, Refrigeration and Air Conditioning Engineering, Textile Technology, Ophthalmic Technology, Architectural Assistantship, Architecture and Interior Design, Electronics and Instrumentation, Computer Hardware and Maintenance, Electrical and Electronics Engineering, Electronics Engg., Production Engg.

- 1.2 The studies and examinations of these Diploma programmes shall be on the basis of semester system.

**2.0 RULES FOR ADMISSIONS**

- 2.1 The minimum qualification for admission to the first semester Diploma programme shall be, the passing of 10<sup>th</sup> std or higher examination under (10+2) scheme with Science (Physics + Chemistry) and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University, atleast 35% marks at the qualifying examination mentioned in para 1.1 except Applied Videography, Architecture and Modern Office Management.

- 2.2 The minimum qualification for admission into first semester of Diploma programme in Applied Videography and Architecture shall be the qualifying of higher secondary school certificate examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

**Norms of statutory bodies will be applicable for SC/ST /Other category.**

- 2.3 The minimum qualification for admission into first semester of Diploma programme in Modern Office Management shall be the qualifying of higher secondary school certificate examination (10+2) scheme with any subject group conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

- 2.4 Candidates seeking admission to Mining and Mine Surveying Programme should not be below the age of 16 years (for admission in Polytechnics of MP) on 1<sup>st</sup> January of that year in which admission is sought. Candidates will be eligible for admission only after producing the required medical certificate as per the standards of working in mines. Women candidates are not eligible for admission to Mining and Mine Surveying Programme.

- 2.5 No credit / relaxation or exemption in courses or duration shall be granted to candidates for pursuing Second Diploma programme of the University.

- 2.6 In general, the rules framed by respective statutory bodies enforced from time-to-time or any other competent authority of the State Government of Madhya Pradesh shall govern

admissions/ readmission, to all Diploma Programmes in Polytechnics and other institutions.

## 2.7 Lateral Entry:

Candidates who have qualified ITI course in related branch from directorate training, Govt. of M.P. or equivalent shall be eligible to take admission into 3<sup>rd</sup> Semester / 2<sup>nd</sup> Year of Diploma programme.

## 3.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMME

3.1 There shall be normally 90 days of teaching in every semester.

3.2 A candidate may provisionally continue his/her studies in higher semesters class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.

3.3 The maximum duration for passing all the courses (theory, practicals and Industrial Training etc.) of the programme shall be SIX years for 3 years Diploma Programme, However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reason. No separate time will be given to students for medical or any reason, whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Names of those candidates, who are unable to clear their Diploma programme in the stipulated period, will be struck off from the roll list of the college and enrolment of the University.

3.4 If such a candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

## 4.0 RULES FOR EXAMINATIONS

4.1 There shall be University -Examination at the end of each semester.

4.2 These Examinations common to all branches, shall be named as follows:

### (a) FIRST YEAR

- First Semester Diploma Exam. (Branch wise)
- Second Semester Diploma Exam. (Branch wise)

### (b) SECOND YEAR

- Third semester Diploma Exam. (Branch wise)
- Fourth semester Diploma Exam. (Branch wise)

### (c) THIRD YEAR

- Fifth semester Diploma Exam. (Branch wise)
- Sixth semester Diploma Exam. (Branch wise)

4.3 The examinations of First semester (I), Third semester (III) and Fifth semester (V) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II) Fourth semester (IV) and Sixth semester (VI) called even semesters, shall generally be held in the months of May- June, the dates of which shall be notified to all the concerned Colleges/Institutions

## 5.0 ELIGIBILITY FOR APPEARING IN THE EXAMINATION

5.1 A candidate who has filled up the examination form and deposited the required amount of examination fees will be eligible to appear in the EXAMINATION, provided he/she has completed the required 75% of attendance in each theory and practical subject and also completed the prescribed sessional work i.e. TERM WORK (if any) and LAB WORK (if any)

as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB WORK.

- 5.2 A candidate who has filled up the examination form and deposited the required amount of examination fees but has not completed the required 75% of attendance in each theory and practical subject will be detained from appearing in the semester EXAMINATION and similarly if the candidate has not completed the sessional work i.e. TERM and LAB WORK (if any), will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/ practicals regularly and has secured a minimum of 60% marks in each term and laboratory work. .

The sessional work (Term work/ Lab Work, if any) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.

- 5.3 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 5.1 but could not appear in the semester EXAMINATION. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination shall not be adjusted/ refunded.
- 5.4 A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and or detained due to lack of prescribed attendance or submission of sessionals as prescribed in Clause 5.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seats earmarked for the repeater candidate, if available.
- 5.5 In case of change in curriculum of a Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be), students shall have to appear in the equivalent courses of new and revised curriculum however University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

## **6.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS**

- 6.1 A candidate who has appeared in First Semester Examination will be promoted to the Second semester irrespective of the number of Courses (subjects) cleared by him/her.
- 6.2 A candidate who has appeared in Second Semester examination will not be promoted to the third semester unless he/she clears all the theory papers and practicals of first and second semester except eight subjects (irrespective of theory or practical)-of first and second semester taken together. Theory and -practical subject will be treated as separate subjects.
- 6.3 A candidate who has appeared in Third semester will be promoted from Third 'semester to Fourth semester irrespective of the number of courses (subjects) cleared by him/her.
- 6.4 A candidate' who has appeared in Fourth semester examination will not be promoted to the Fifth semester unless he/she clears all the theory papers and practicals of first to fourth semester except eight subjects (irrespective of theory or practical) of first to forth semesters taken together. Theory and practical subject will be treated as separate subjects.
- 6.5 A candidate who has appeared in Fifth semester examination will be promoted to the Sixth semester irrespective of the number of courses (subjects) cleared by him/her.

## **7.0 RULES FOR PASSING EXAMINATIONS**

### **7.1 BASIS OF MARKS**

- 7.1.1 The basis of marks obtained in each semester examination shall be the scheme of examination of courses for individual semesters as prescribed by respective Board of Studies and duly approved by Academic Council of University.
- 7.1.2 For the evaluation of End of the Semester exam in Practicals, one external examiner shall always be there from outside the College/Institution and one internal examiner from the College/ Institution.
- 7.1.3 In the schemes of Diploma programmes, where flexibility has been provided to students for selection of courses, once a student in a particular group of electives has made the choice of elective course, it cannot be changed for future study/examination.

## 8.0 RULES FOR PASS

- 8.1 To pass the examination a candidate has to obtain a minimum of 60% marks in each sessional work i.e. term work, class work and lab work. 33% marks in each theory paper, a minimum of 40% marks in each practical course.
- 8.2 There will be no minimum pass marks for the progressive assessment tests.
- 8.3 A candidate who has appeared in the sixth semester examination will be
- (a) Declared passed, provided he/she has passed all the courses (subjects) of I to VI Semesters examinations.
- (b) Declared failed if he/she has failed in any number of courses (subjects) of sixth semester and/or of the previous semesters and number of failed courses (subjects). The students belonging to this category will be treated as ex- student for future examinations. .
- 8.4. The final result of the candidate, who has appeared in the sixth and final semester examination will be withheld if he/she has cleared all the courses (subjects) of sixth semester but has failed to clear any course/s (subject/s) of I to V semester examination.

## 9.0 RULES FOR AWARD OF DIVISION AND DIPLOMA

- 9.1 The final Division of the respective Diploma Programme will be awarded to the students on the basis of aggregate marks obtained by him/her in final year. The result of the candidate will be declared on the basis of the marks secured by the candidate in fifth and sixth semesters taken together.
- 9.2 (a) A candidate securing 75% marks or above in aggregate will be awarded FIRST DIVISION HONOURS.
- (b) A candidate securing 65% marks or more in aggregate but less than 75% will be placed in FIRST DIVISION.
- (c) A candidate securing 50% marks or more in aggregate but less than 65% marks will be placed in SECOND DIVISION.
- (d) Candidates securing less than 50% marks in aggregate but secures the minimum pass marks in each theory, practical subjects and Industrial training will be placed in PASS DIVISION.
- 9.3 A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in .compartmental /failed courses (subjects), he/she will also be awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.
- 9.4 Concerned Polytechnics/Institutions may issue a provisional statement of marks on demand to such students, who have cleared all the courses specified for that programme, till such time the University declares its result or issues original mark sheet of that Programme or College/Institute.

- 9.5 In case any discrepancy in respect of any candidate is noticed regarding his eligibility or otherwise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

#### 10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination, the following rules shall be observed:

- 10.1 Deficiency up to a total of 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers. This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the courses in which candidate has appeared in current examination.
- 10.2 While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause.
- 10.3. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 10.4 One grace mark will be awarded to the candidate who is failing/missing distinction/ missing first division by one mark, on behalf of the Vice- Chancellor in the DIPLOMA examination. This benefit will not, however, be available to a candidate getting advantage under clause

#### 11.0 DECLARATION OF MERIT LISTS

- 11.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 11.2 University shall declare the final Branch wise merit list only after the main examination of the sixth and final semester for DIPLOMA. The merit list shall include the first ten candidates. Securing at least First Division and passing all the semesters' examinations in single attempts.

#### 12.0 RULES FOR ATTENDANCE

- 12.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice- Chancellor of the University respectively for satisfactory reasons.
- 12.2 If a student remains absent from classes, without assigning any reason, he/she will have to pay fine as prescribed by the University.

#### 13.0 RULES FOR IMPROVEMENT OF DIVISION IN FINAL DIPLOMA

- 13.1 If a candidate has passed all the semester examinations in full, he/she shall be permitted to reappear in that examination for improvement in division provided the candidates makes an application within Two Months from the date of passing declaration of result of the said programme. Candidates will be allowed to appear as an ex-student in all the theory examination of final year (5<sup>th</sup> & 6<sup>th</sup> semesters) except Industrial training, of the respective Diploma programme.

In case of change in curriculum, candidate will be allowed to improve division in the old curriculum, till the University of is conducting examination of old curriculum.

- 13.2 Re-valuation and Re-totalling is not allowed in the cases of improvement in division.

#### 14.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME

Candidates are allowed to enroll for second Diploma programme of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.

- 15.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.
- 16.0** Notwithstanding anything, stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

### **DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

#### **ORDINANCE**

**No. 22 of 2015**

**B.Sc. (Nursing)**

**4 Year Degree Course**

**Statutory Body: Indian Nursing Council**

#### **1.0 AIMS & OBJECTIVES**

##### **1.1 AIMS**

The aims of the undergraduate nursing program are to:

- 1.1.1** Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative, and rehabilitative services.
- 1.1.2** Prepare nurses, who can make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community-nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health setting.

##### **1.2 OBJECTIVES**

On completion of the four year B. Sc Nursing program the graduate will be able to:

- 1.2.1** Apply knowledge from physical, biological and behavioral sciences, medicine including alternative systems and nursing in providing nursing care to individuals, families and communities.
- 1.2.2** Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 1.2.3** Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 1.2.4** Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
- 1.2.5** Utilize the latest trends and technology in providing health care.
- 1.2.6** Provide promotive preventive and restorative health services in line with the national health policies and programmes.
- 1.2.7** Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- 1.2.8** Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.

- 1.2.9 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 1.2.10 Participate effectively as members of the health team in health care delivery system.
- 1.2.11 Demonstrate leadership and managerial skills in clinical /community health settings.
- 1.2.12 Conduct need based research studies in various settings utilize the research findings to improve the quality of care.
- 1.2.13 Demonstrate awareness, interest, and contribute towards advancement of self and of the profession.

## 2.0 COURSE STRUCTURE

The degree in Nursing of four years course shall be designated as Bachelor of Science in nursing in short B.Sc. (Nursing).

- 2.1 The duration of B.Sc. (N) course shall extend over a period of four years consisting named below:
  - i. B.Sc. (N) First Year
  - ii. B.Sc. (N) Second Year
  - iii. B.Sc. (N) Third year
  - iv. B.Sc. (N) Fourth Year including internship.

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

As per norms prescribed by Indian Nursing Council (INC) from time to time.

## 4.0 CRITERIA FOR SELECTION

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 4.2 The minimum age shall be 17 years completed on or before Dec 31<sup>st</sup> of the year of admission.
- 4.3 The admission in B.Sc. (N) 1<sup>st</sup> year shall be based on the merit in the common entrance test or qualifying examination.
- 4.4 Candidate shall be medically fit.
- 4.5 As per norms prescribed by INC & State Government.

## 5.0 COURSE DURATION

- 5.1 The duration of B.Sc. (Nursing) course shall be four years including internship.
- 5.2 The duration of each academic year of B.Sc. (Nursing) I, II, III, IV years shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

## 6.0 COURSE COMMENCEMENT

- 6.1 The commencement of B.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year.
- 6.2 Vacation shall be granted maximum eight weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of B.Sc. (N) shall be as per scheme given as in subsequent sequence.

**7.0 EXAMINATION**

7.1 The medium of instruction and examination shall be English throughout the course of the study.

**7.2 SCHEME OF EXAMINATION****B.Sc. (N) First Year**

Paper No.	Subject	Assessment			
	Theory	Hours	Internal	External	Total
1.	Anatomy & Physiology	3	25	75	100
2.	Nutrition & Biochemistry	3	25	75	100
3.	Nursing Foundation	3	25	75	100
4.	Psychology	3	25	75	100
5.	Microbiology	3	25	75	100
6.	English	3	25	75	100
7.	Introduction to Computer	-	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
1	Nursing Foundations	-	100	100	200

**B.Sc. (N) Second Year**

Paper No.	Subject	Assessment			
	Theory	Hours	Internal	External	Total
8.	Sociology	3	25	75	100
9.	Medical Surgical Nursing (Adult including geriatrics)-I	3	25	75	100
10.	Pharmacology, Pathology & Genetics	3	25	75	100
11.	Community Health Nursing – I	3	25	75	100
12.	Communication and Educational Technology	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
2	Medical – Surgical Nursing (Adult including geriatrics)-I	-	100	100	200



**B.Sc. (N) Third Year**

Paper No.	Subject	Assessment			
		Hours	Internal	External	Total
13.	Medical Surgical Nursing (Adult including geriatrics) – II	3	25	75	100
14.	Child Health Nursing	3	25	75	100
15.	Mental Health Nursing	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva voce</b>				
3.	Medical – Surgical Nursing (Adult including geriatrics) – II	-	50	50	100
4.	Child Health Nursing		50	50	100
5.	Mental Health Nursing	-	50	50	100

**B.Sc. (N) Fourth Year**

Paper No.	Subject	Assessment			
		Hours	Internal	External	Total
16.	Midwifery and Obstetrical Nursing	3	25	75	100
17.	Community Health Nursing - II	3	25	75	100
18.	Nursing Research & Statistics	3	25	75	100
19.	Management and Nursing Services and Education	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
6.	Midwifery and Obstetrical Nursing	-	50	50	100
7.	Community Health Nursing	-	50	50	100

**7.3 University Examination**

- 7.3.1 There shall be one Annual University Examination at the end of each academic year.
- 7.3.2 There shall be provision for supplementary examination.
- 7.3.3 The University examination for theory subject shall be out of 75 marks.
- 7.3.4 The University Examination marks for Nursing Foundations (Practical & viva voce no. 1) & Medical Surgical Nursing- I (Practical and viva voce no. 2) shall be out of 100 marks
- 7.3.5 The University Examination marks for Medical Surgical Nursing - II (Practical and viva voce no. 3), Child Health Nursing (Practical and viva voce no. 4), Mental Health Nursing (Practical and viva voce no. 5), Midwifery and Obstetrical Nursing (Practical and viva voce no. 6) and Community Health Nursing (practical and viva voce no. 7) shall be out of 50 Marks.
- 7.3.6 Anatomy and physiology - Question paper will consist of Section A Anatomy of 37 marks and Section B Physiology should be of 38 marks.

- 7.3.7 Nutrition and Biochemistry - Question paper will consist of Section A Nutrition of 45 marks and Section B Biochemistry of 30 marks.
- 7.3.8 Pharmacology, Pathology and Genetics: Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics with 12 marks.
- 7.3.9 Nursing Research & Statistics-Nursing Research Should be of 50 marks and Statistics of 25 marks.
- 7.3.10 Minimum pass marks shall be 40 % for English only.
- 7.3.11 Theory and Practical exams for Introduction to Computer will be conducted as College exam and marks to be sent to University for inclusion in the marks sheet.
- 7.3.12 Maximum number of candidate for practical examination should not exceed 20 per day.
- 7.3.13 All practical examinations must be held in the respective clinical areas.
- 7.3.14 Fourth year final examination to be held only after completion of internship.
- 7.4 Internal Examination.**
- 7.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre University examination for theory and practical subjects.
- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.
- 7.4.4 The internal assessment marks for Nursing Foundation (Practical & viva voce no. 1) & Medical Surgical Nursing – I (Practical and viva voce no. 2) shall be out of 100 marks.
- 7.4.5 The internal assessment marks for Medical Surgical Nursing (Adult including geriatrics) - II (Practical and viva voce no. 3), Child Health Nursing (Practical and viva voce no. 4), Mental Health Nursing (Practical and viva voce no. 5), Midwifery and Obstetrical Nursing (Practical and viva voce no. 6) and Community Health Nursing (practical and viva voce no. 7) shall be out of 50 Marks.
- 7.5 Supplementary Examination**
- 7.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. However those who fail in supplementary exam they will appear in main exam.
- 7.5.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Basic B.Sc. (N) Course if, candidate fails in 4th attempt of 1st year.
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1st year subjects.
- 7.5.4 If a first year candidate fails in mid session supplementary papers, candidates will be given an opportunity to appear in the main examination of second year provisionally along with the backlog of last year subjects.
- 7.5.5 If a candidate fails in backlog subjects of the 1st year, the result of second year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1st year in next mid session supplementary examination.
- 7.5.6 A candidate, who appears in second year main examination and fails in any of the subjects will be permitted to appear in mid-session supplementary examination and there after provisionally along with failed second year subject, but if any candidates fails in second year subject the candidates third year result will be automatically cancelled. The same ruling will apply for the fourth year students also.
- 7.5.7 Only failed subjects, will have to be repeated in mid session supplementary or Supplementary examination with the main annual examination.

- 7.5.8 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

## 8.0 CRITERIA FOR PASSING

- 8.1 A Candidate has to pass in theory and practical exam separately in each of the paper.  
 8.2 A Candidate failing in more than two subjects will not be promoted to the next academic year.  
 8.3 Minimum pass marks shall be 50% in each of the theory and practical papers separately.  
 8.4 Minimum pass marks shall be 45% for Introduction to Computer.  
 8.5 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).  
 8.6 Maximum number of attempts permitted for each paper shall be three including first attempt.

## 9.0 DIVISION & MERIT

- 9.1 Distinction - 75% and above in any subject (First attempt only).  
 9.2 First Division - 60% and above in the aggregate of marks of all main subjects.  
 9.3 Second Division- Less than 60% in the aggregate of marks in all main subjects.  
 9.4 Pass Class - Shall be awarded to the candidate passing with supplementary or more than one attempt.

## 10.0 ATTENDANCE

- 10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.  
 10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

## 11.0 APPOINTMENT OF EXAMINER/ QUESTION PAPER SETTER

The appointment of examiner for the theory and practical examination shall be based on following rules:

- 11.1 Question paper setter / moderator / head evaluator shall be Professor, Associate Professor or Lecturer with an experience of minimum 3 years teaching experience working in any nursing institute conducting nursing courses can be appointed.

### 11.2 Practical examiner

- 11.2.1 One internal and one external examiner should jointly conduct practical examination for each student.  
 11.2.2 An examiner should be a lecturer or above in a college of nursing with M. Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundations course faculty having M. Sc (N) with any specialty shall be considered.

## 12.0 REVALUATION / RE-TOTALING

- 12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.  
 12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

## 13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

- 13.2 Candidate is not able to complete the course within the stipulated time as prescribed in ordinance.

OR

- 13.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

#### 14.0 SCHEME OF STUDIES

The subject to study in different academic year of B.Sc. (N) shall be as per the scheme given in subsequent sections.

- (a) Annual schedule of studies
1. Weeks available per year = 52 weeks
  2. Vacation = 8 weeks
  3. Gazetted holidays = 3 weeks
  4. Examination (Including preparatory) = 4 weeks
  5. Available weeks = 37 weeks
  6. Hours per week = 40 Hours
  7. Practical = 30 hours per wk (5x6 = 30)
  8. Theory = 10 hours per wk (2x5 = 10) 8
  9. Internship = 48 hours per wk (8x6 = 48)
  10. Hours available per academic year 1480  
(37 wk x 40 hours)

#### (b) Distribution of Hours FIRST YEAR

	Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1.	English	60		
2.	Anatomy	60		
3.	Physiology	60		
4.	Nutrition	60		
5.	Biochemistry	30		
6.	Nursing Foundations	265+200	450	
7.	Psychology	60		
8.	Microbiology	60		
9.	Introduction to Computer	45		
10.	**Hindi/Regional language	30		
11.	Library work / Self language			50
12.	Co-curricular Activities			50
	Total Hours	930	450	100
Total hours = 1480 Hrs.				

\*\* (Optional)

**SECOND YEAR**

	Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1.	Sociology	60		
2.	Pharmacology	45		
3.	Pathology	30		
4.	Genetics	15		
5.	Medical Surgical Nursing I (Adult including Geriatrics)	210	720	
6.	Community Health Nursing – I	90	135	
7.	Communication and Educational	60+30		
8.	Library work/self Study			50
9.	Co-curricular activities			35
	Total Hours	540	855	85
<b>Total hours = 1480 Hrs.</b>				

**THIRD YEAR**

	Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1.	Medical-Surgical Nursing-II (Adult including Geriatrics)	120	270	
2.	Child Health Nursing	90	270	
3.	Mental Health Nursing	90	270	
4.	Midwifery and Obstetrical Nursing	90	180	
5.	Library work/ self Study			50
6.	Co-curricular activities			50
	Total Hours	390	990	100
<b>Total hours = 1480 Hrs.</b>				

**FOURTH YEAR**

	Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1.	Midwifery and Obstetrical Nursing		180	
2.	Community Health Nursing –II	90	135	
3.	Nursing Research & Statistics	45		
4.	Management of Nursing Services	60+30		
	Total Hours	225	315	
<b>Total hours = 540 Hrs.</b>				

Note: - Project work to be carried out during internship.

**INTERNSHIP (INTEGRATED PRACTICE) Practical Hrs. 30 Hrs. / WK**

	Subject	Theory	Practical (in hrs.)	(In weeks)
1.	Midwifery and Obstetrical Nursing	-	240	5
2.	Community Health Nursing -II	-	195	4
3.	Medical Surgical Nursing (Adult and Geriatric)	-	430	9
4.	Child Health Nursing	-	145	3
5.	Mental Health Nursing	-	95	2
6.	Research Project	-	45	1
	<b>Total Hours</b>	-	1150	24
<b>Total hours = 1690 Hrs.</b>				

**Note:**

1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
2. Internship should be carried out as 88 hours per day @ 48 hours per week.
3. Students during internship will be supervised by nursing teacher. .
4. Fourth year final examination to be held only after completing internship. .

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**  
**No. 23 of 2015**  
**BACHELOR OF DENTAL SURGERY (BDS)**  
**Statutory Body: Dental Council of India (DCI)**

**4 Year Degree Course plus one year rotating internship in Dental College:**

1. There is a course for the Degree of Bachelor of Dental Surgery (BDS) under the Faculty of Dental Sciences following the Guideline an approval of DCI and State Government.
2. **Infrastructure:**  
 The physical & academic infrastructure such as staff, equipments, instruments, materials, books, journals, space, and clinical material shall be following the rules & regulations laid down by Dental Council of India from time to time.
3. **Admission to the dental course:**  
 A candidate shall be eligible for admission to the course of study for the first year of BDS Course provided:
  - 3.1 **Age:**  
 He/She has completed the age of 17 year on or before 31<sup>st</sup> December in the year of commencing the prescribed Academic Session of the said course.
  - 3.2 **Academic Qualification: (As per DCI norms)**  
 The candidates should have passed the Senior Secondary board examination under 10+2 system conducted by the MP Board or any other recognized Board (Except Patracher Vidyalaya and Open Schools) with required subjects i.e. physics, chemistry, biology and English (Core).
    - 3.2.1. The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10 + 12 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of Physics, Chemistry, Biology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council of Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education;
 

**Note:** Where the course content is not as prescribed in 10+ 2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the dental colleges;

Or
    - 3.2.2. The intermediate examination in science of an Indian University/ Board or other recognized examining body with Physics, Chemistry and Biology which shall include a practical test in these subjects and also English as a compulsory subject.
 

Or
    - 3.2.3 The pre-professional/ Pre-medical examination with Physics, Chemistry and Biology, after passing either the higher secondary school examination, or the pre-University or an equivalent examination. The pre-professional/ Pre-medical examination shall include a practical test in physics, Chemistry and Biology and also English as compulsory subjects;
 

Or
    - 3.2.4 The first year of three year degree course of a recognized University, with physics, Chemistry and Biology including a practical test in three subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core courses.

- 3.2.5 B.Sc. examination of an Indian University, provided that he/she has passed the B. Sc examination with not less than two of the following subjects Physics, Chemistry, Biology (Botany, Zoology) and further that he/she has passed the earlier qualifying examination with the following subjects-Physics, Chemistry, Biology and English.

Or

- 3.2.6 Any other examination which, in scope and standard is found to be equivalent to the intermediate sciences examination of an Indian University/ Board, taking Physics, Chemistry and Biology including practical test in each of these subjects and English.
- 3.2.7 Marks obtained in Mathematics are not to be considered of admission to BDS course.

### 3.3 ELIGIBILITY:

- 3.3.1 The candidate must have passed in the subject of Physics, Chemistry, Biology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance examination, by securing not less than 50% marks in Physics, Chemistry & Biology taken together in the competitive examination. In respect of candidates belonging to scheduled castes, scheduled tribes of any other categories notified by the Government the marks obtained in Physics, Chemistry & Biology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.

- 3.3.2. Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the BDS course, he shall not be admitted to that course until he fulfills the ability criteria as per above regulations.

- 3.3.4. Marks obtained in Mathematics are not to be considered of admission to BDS course.

### 3.4 CRITERIA FOR SELECTION:

- 3.4.1. Students for Bachelor of Dental Surgery (BDS) course shall be selected strictly as per guidelines of DCI and State Government Medical Education Department, Bhopal on the basis of merit as determined by the competitive entrance examination.

- 3.4.2. The candidate must have secured a minimum of 50% marks taken together in Physics, chemistry and biology, however, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, the marks obtained in Physics, chemistry and Biology taken together in qualifying examination be as per policy of Government of MP. The candidate must have qualifying marks in English.

- 3.4.3. The candidates for admission to BDS Course shall be selected on the basis of Admission selection process decided by statutory body/State Government Medical Education Department. The fees for each course shall be decided by Board of Management of University. The Number of seats in course will be as per permission of Government of India.

### 4. MIGRATION AND NORMS OF DENTAL COUNCIL OF INDIA:

As per Ordinance of University and norms of Dental council of India.

### 5. DURATION OF COURSE:

- 5.1 The duration of course of study 5 years, with 240 teaching days in each academic year including one year rotating internship in a dental college. Every candidate will be required, after passing the final BDS Examination, to undergo one year rotating internship in a recognized dental college. The internship shall be compulsory and BDS Degree shall be granted after completion of one year paid Internship and maximum course duration will be ten years.



**6. Subjects of Study:****6.1 First Year**

- 6.1.1 General Human Anatomy including Embryology and Histology.
- 6.1.2 General Human physiology and Biochemistry, Nutrition and duties.
- 6.1.3 Dental Anatomy, Embryology and Oral Histology.
- 6.1.4 Dental materials.
- 6.1.5 Pre-Clinical prosthodontic and Crown and Bridge.

**6.2 Second Year**

- 6.2.1 General Pathology and Microbiology.
- 6.2.2 General and Dental Pharmacology and Therapeutics.
- 6.2.3 Dental Materials.
- 6.2.4 Pre clinical Conservative Dentistry.
- 6.2.5 Pre clinical Prosthodontics and Crown & Bridge.
- 6.2.6 Oral Pathology & Oral Microbiology.

**6.3 Third Year**

- 6.3.1 General Medicine.
- 6.3.2 General Surgery.
- 6.3.3 Oral Pathology and Oral Microbiology.
- 6.3.4 Conservative Dentistry and Endodontics.
- 6.3.5 Oral & Maxillofacial Surgery.
- 6.3.6 Oral Medicine and Radiology.
- 6.3.7 Orthodontics & Dentofacial Orthopedics.
- 6.3.8 Pediatric & Preventive Dentistry.
- 6.3.9 Periodontology.
- 6.3.10 Prosthodontics and Crown& Bridge.
- 6.3.11 Public Health Dentistry

**6.4 Fourth Year**

- 6.4.1 Orthodontics & Dentofacial orthopedics
- 6.4.2 Oral Medicine & Radiology
- 6.4.3 Paediatric & Preventive Dentistry
- 6.4.4 Periodontology
- 6.4.5 Oral & Maxillofacial Surgery
- 6.4.6 Prosthodontics and Crown & Bridge
- 6.4.7 Conservative Dentistry and Endodontics
- 6.4.8 Public Health Dentistry

**7. COURSE COMMENCEMENT:**

Academic session for BDS course shall commence in the month of August each ye

**MINIMUM WORKING HOURS FOR EACH SUBJECT OF STUDY**

As per recommendations of Board of studies

**Note:** There should be a minimum of 240 teaching days every year consisting of 8 working hours including one hour of lunch break.

Internship — 240 x 8 hours equal 1920 clinical hours.

## 8. ATTENDANCE:

(I) 75% in Theory And 75% in Practical/ Clinical in each year.

(II) In case of a subject in which there is no examination at the end of the academic year/ semester, the I percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (i) above.

## 9. EXAMINATION

### 9.1 INTERNAL ASSESSMENT:

9.1.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.

9.1.2. The process on Internal Assessment shall be uniform for each subject in the matter of frequency, methodology of assessment and declaration of result as decided by the Committee of course and studies of the University. The students should be informed well in advance about the time schedule of Internal Assessment and other conditions governing it. The Department should declare the result of Internal Assessment within prefixed period as decided by the Committee of Courses & Studies.

9.1.3 Day to day records should be given importance during internal assessment. Weight age for the internal assessment shall be 10% of the total marks in each subject for Theory & Practical. The IAE may be held at least 3 times in a particular year and the average marks of these examination shall be considered.

9.1.4 Student must secure at least 35% marks (combined in theory & practical) of the total marks fixed for Internal Assessment in a particular subject in order to be eligible to appear in final University Examination of the subject.

**Note:** Internal assessment shall relate to different ways in which students participation in learning process during the year.

### 9.2. UNIVERSITY EXAMINATION:

#### 9.2.1 SCHEME OF EXAMINATION:

9.2.1.1 The scheme of examination for B.D.S. Course shall be divided into 1st B.D.S. examination at the end of the first academic year, 2<sup>nd</sup> B.D.S. examination at the end of second year, 3<sup>rd</sup> year B.D.S. examination at the end of third, and Final B.D.S. at the end of 4<sup>th</sup> year. 240 days minimum teaching in each academic year is mandatory. The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules laid down by the University. University shall organize admission timing and admission process in such a way that teaching starts from 1<sup>st</sup> day of August in each academic year. Any student who fails in any subject/Subjects in the Annual Examination will be allowed to appear in the Supplementary Examination. However, if any student fails in one/ more subjects in the Supplementary examination also, he/she will not be promoted to the next year (2<sup>nd</sup>/ 3<sup>rd</sup>/ 4<sup>th</sup>) BDS Course.

9.2.1.2 The students who fail in one or more paper in any BDS Annual / Supplementary Examination will appear in Annual / Supplementary Examination only those papers in which they have failed/failed to appear.

9.2.1.3 The students who fail in any subject/ subjects shall be allowed to attend the classes of subsequent year (2<sup>nd</sup> / 3<sup>rd</sup> Final), however, if he/she fails in supplementary examination in any subject/ subjects he/she will not be promoted and will be re-admitted in the previous class.

**9.2.2 SCHEDULE OF EXAMINATION:**

There shall be 4 (four) Annual and 4 (four) Supplementary Examination:

- 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> BDS examination shall be held in May/ June every year.

The supplementary examination shall be held within 6-8 weeks after declaration of result of Annual Examination.

**WRITTEN EXAMINATION:**

9.2.3.1 The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70.

9.2.3.2 In the subject of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts, A and B of equal marks.

9.2.3.3 The question paper may contain different types of questions like essay, short answer and objective type.

9.2.3.4 The nature of questions set, should be aimed to evaluate students of different standards ranging from average to excellent.

9.2.3.5 The question should cover as broad an area of the content of the course. The essay question should be properly structured and the marks specifically slotted.

9.2.3.6 The University may set up a question bank.

**9.2.4 PRACTICAL AND CLINICAL EXAMINATION:**

(I) Practical and Clinical Evaluation will also include Objective Structured.

Clinical Evaluation and Viva-voce.

(II) Records/ Log books: the candidate should be given credit for his/her records based on the scores obtained in the record. The marks obtained for the record in the first appearance if necessary.

(III) Scheme of clinical and practical examination: the specific scheme of clinical and practical examinations, the type of clinical procedure/ experiments to be performed to be formulated by the Board of Studies (BOS). The scheme should be brought to the notice of the students and the external examiner as and when the examiner reports. The practical and clinical examinations should be evaluated by two examiners of which one shall be an external examiner appointed from other universities preferably outside the State.

**9.2.5 MARKS DISTRIBUTION**

Each subject shall have a maximum of 200 marks.

Theory	100	Practical/ Clinical	100
University written Examination	70	University Examination	90
Internal assessment (Written)	10	Internal assessment	10
Viva voce	20		
<b>Total</b>	<b>200</b>	<b>(Practical/ Clinical) Total</b>	<b>200</b>

Practical/ Clinical and Viva Voce only in II BDS University Examination of the following subjects:

(i) Pre-clinical Prosthodontics

(ii) Pre-clinical conservative Dentistry	.....	Internal Assessment	20
		Practical	60
		Viva Voce	20
		<b>Total</b>	<b>100</b>

## 10. CRITERIA TO PASS THE UNIVERSITY EXAMINATION:

For declaration of pass in a subject, a candidate shall secure 50% marks in the University examination both in theory and in Practical/ Clinical examinations separately, as stipulated below:

- 10.1 (A candidate shall secure 50% marks in aggregate in University written examination and internal assessment combined together.
- 10.2 In the University Practical/ Clinical examination, a candidate shall secure 50% marks in practical including Viva Voce and Internal Assessment combined together.
- 10.3 In case of pre clinical Prosthodontics and Pre Clinical conservative dentistry in 11 BDS, where there is no written examination, minimum pass is 50% of marks in Practical and Viva Voce combined together in University examination including Internal Assessment i.e. 50/100 marks.
- 10.4 Candidates are permitted to carry over one subject in 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> BDS. However, they have to clear it during the supplementary exam.
- 10.5 Successful candidates who obtain 65% of the total marks or more shall be declared to have passed the examination in First Class. Other successful candidates will be placed in Second Class. A candidate who obtained 75% and above is eligible for Distinction. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction.
- 10.6 First class and Distinction etc. to be awarded by the University as per their respective rules. Grace marks: grace marks upto maximum of 5 marks may be awarded to the students who have failed only in one subject but passed in all other subjects.

## 11. Re-evaluation:

The objective of revaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms for this purpose.

- 11.1 Re-totaling: The University on application and remittance of stipulated fee to be prescribed by the university, shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/ papers for theory of all subject for which the candidate as appeared in the university examination. Any error in addition of the marks awarded if identified should be suitably rectified.
- 11.2 Re-evaluation: Re-evaluation of theory papers in all years of study of BDS course is permissible by the university on application and remittance of a prescribed fee. -Such answer script shall be evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result accordingly considered.
12. Re-Admission: A candidate having failed to pass the supplementary of any BDS Examination, may register for re-admission to the same class at the discretion of the Principal of the college within 15 days of the announcement of the result of the university Examination. The candidate will be required to pay fees as per norms.
13. Cancellation of admission:  
Admission shall be cancelled and discharged from the course on the written orders of the Vice Chancellor if:
  - 13.1 Any student who does not clear the first BDS University Examination in all subjects within 3 years from the date of admission.
  - 13.2 Any students who was found to have obtained admission in fraudulent manner. If the documents furnished for gaining admission by any student are found to be forged/ false/ doctored at any stage of study.
  - 13.3 If any student is found to be involved in serious breach of discipline.

**14. SYLLABUS:****SUBJECTS IN EACH PROFESSIONAL EXAMINATION:****14.1 I Year B.D.S.**

14.1.1 General Anatomy including embryology and histology

14.1.2 General human physiology and biochemistry.

14.1.3 Dental Anatomy, Embryology and Oral Histology

**14.2 II Year B.D.S. Examination:**

A candidate who has not successfully completed the 1<sup>st</sup> B.D.S. examination can not appear, in the 2<sup>nd</sup> year B.D.S Examination.

14.2.1 General pathology and Microbiology

14.2.2 General and Dental pharmacology and therapeutics

14.2.3 Dental Materials

14.2.4 Pre Clinical Conservative - Only Practical and Viva Voce

14.2.5 Pre Clinical Prosthodontics - Only Practical and Viva Voce

**14.3 III Year B.D.S. Examination:**

A candidate who has not successfully completed the 2<sup>nd</sup> B.D.S. examination can not appear, in the 3<sup>rd</sup> year B.D.S. Examination.

14.3.1 General Medicine

14.3.2 General Surgery

14.3.3 Oral Pathology- and Oral Microbiology

**14.4 IV Year B.D.S. Examination:**

A candidate who has not successfully completed the 3<sup>rd</sup> B.D.S. examination can not appear, in the 4<sup>th</sup> year Examination.

14.4.1 Oral Medicine and radiology

14.4.2 Paediatric &amp; Preventive Dentistry

14.4.3 Orthodontics &amp; dentofacial orthopaedics

14.4.4 Periodontology

14.4.5 Prosthodontics and Crown &amp; Bridge

14.4.6 Conservative Dentistry and Endodontics

14.4.7 Oral and Maxillofacial Surgery

14.4.8 Public Health Dentistry

**15. SCHEME OF WRITTEN EXAMINATION:**

15.1 The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70. The paper shall contain Section A & B with 30 marks each and Section C with 10 marks.

15.2 In all the subjects section C shall contain 20 MCQs carrying \_ mark each. Section C shall be printed as a separate paper and shall be supplied to students after 30 minutes of commencement time of theory examination. The students shall answer section C immediately and the papers shall be collected back after 20 minutes.

- 15.3 In the subjects of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts with Physiology in part A and Biochemistry in part B, similarly Pathology in part A and Microbiology in part B with 30 marks each. Section C shall contain 10 MCQs from each.
- 15.4 The nature of questions set, will be aimed to evaluate students of different standards ranging from average to excellent.
- 15.5. The questions should cover as broad an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.
16. SCHEME OF WRITTEN PAPERS AND PRACTICAL/CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS:

<b>16.1 THEORY</b>	<b>100</b>
16.1.1 University Written	70 Marks
16.1.1.2 Section —A .....	30
2 long questions of 9 Marks each	18
3 Short Notes of 4 marks each	12
16.1.1.3 Section -A .....	30
2 long questions of 9 Marks each	18
3 Short Notes of 4 marks each	12
16.1.1.4 Section- C- 10 MCQs .....	10
<b>Note.- I year BDS- Section A -Physiology and Section B-Biochemistry</b>	
<b>II year BDS- Section A -Pathology and Section B- Microbiology</b>	
16.1.2 VIVA .....	20
16.1.3 Internal Assessment Examination .....	10
<b>Total</b>	<b>100</b>

**16.2 PRACTICALS/CLINICALS EXAMINATION**

16.2.1 University examination .....	90
16.2.2 Internal Assessment Examination .....	10
<b>Total</b>	<b>100</b>

**17. ASSIGNMENTS AND DISTRIBUTION OF MARKS IN PRACTICAL / CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS**

**17.1 HUMAN ANATOMY, EMBRYOLOGY, HISTOLOGY & MEDICAL GENETICS**

17.1.1 Record / Journal Book 10 Marks

**17.1.2 Practicals**

17.1.2.1 Gross Anatomy

17.1.2.2 Spotters carrying 2 marks each 2 x 10 = 20 marks

17.1.2.3 Discussion on ONE given dissected specimen = 20 marks

17.1.2.4 Surface Anatomy 10 x 1 = 10 marks

17.1.2.5 Histology Drawing, labeling, Identification of 10 Slides of 4 mark each = 40 marks

**17.2 GENERAL HUMAN PHYSIOLOGY**

17.2.1 Record/ Journal Book ..... 5 Marks

17.2.2	Practicals	40 Marks
17.2.2.1	Major Experiments .....	30 Marks
	Any one of the Major Experiments	
	R.B.C. Count, W.B.C. Count.	
	Differential Count	
	Blood Pressure Recording	
17.2.2.2	Minor Experiments .....	10 Marks
	Any one of the minor Experiments	
	Determination of Blood Groups	
	Determination of Bleeding & Clotting time	
	Haemoglobin Estimation	
17.3.	<b>BIOCHEMISTRY</b>	
17.3.1	Record/ Journal Book .....	5 Marks
17.3.2	Practicals	40 Marks
17.3.2.1	One procedure for quantitative estimation	20 marks
17.3.2.2	One procedure for qualitative analysis	20 marks
17.4.	<b>DENTAL ANATOMY, EMBRYOLOGY AND ORAL HISTOLOGY</b>	
17.4.1	Record/ Journal Book .....	10 Marks
17.4.2	Practicals	80 Marks
17.4.2.1	Carving and polishing of a tooth	30 marks
17.4.2.2	Drawing, labeling, Identification of 10 Slides	30 marks
	of 3 mark each	
17.4.2.3	Spotters (Teeth, Models ) 10X2	20 Marks
17.5	<b>GENERAL PATHOLOGY</b>	
17.5.1	Record/ Journal Book .....	5 Marks
17.5.2	Practicals .....	40 Marks
17.5.2.1	Identification and description of	
17.5.2.1.1	Haematology slides -	2 - (3 marks each)
17.5.2.1.2	Histopathology slides -	3 - (3 marks each)
17.5.2.1.3	Specimens -	2 - (3 marks each)
17.5.2.1.4	Instruments -	3-(3 marks each)= 30 Marks
17.5.2.2	Any one given below	10 Marks
17.5.2.2.1	To do differential count on the given peripheral blood smear	
17.5.2.2.2	To estimate haemoglobin percentage in the given sample of blood	
17.5.2.2.3	To determine blood groups (ABO and Rh) in the given sample of blood	
17.6	<b>MICROBIOLOGY</b>	
17.6.1	Record/ Journal Book .....	5 Marks
17.6.2	Practicals .....	40 Marks

17.6.2.1	Spotters 10 X 3 Marks each	30 Mark
17.6.2.2	Slides 10	
17.6.2.3	Media 3	
17.6.2.4	Instruments 2	
17.6.2.5	Staining- Gram's or Zeil-Nelson's	10 Marks
<b>17.7</b>	<b>GENERAL AND DENTAL PHARMACOLOGY AND THERAPEUTICS</b>	
17.7.1	Record/ Journal Book .....	10 Marks
17.7.2	Practicals .....	80 Marks
17.7.2.1	Spotters 10 nos. x 3 =	30 marks
17.7.7.2	Prescriptions 2 nos. (15+15 marks) =	30 marks
	(one medical plus one dental prescription)	
17.7.7.3	Preparations - 1	20 marks
<b>17.8</b>	<b>DENTAL MATERIALS</b>	
17.8.1	Record/ Journal Book .....	10 Marks
17.8.2	Practicals	80 Marks
17.8.2.1	Spotters: Identify and write the composition and two important uses- 2 marks each	20 Marks
17.8.2.2	Exercise No. 1	30 Marks
	Any one exercise of the following:	
	<ul style="list-style-type: none"> <li>• Manipulation of impression compound and Preparation of a plaster cast of U or L arch.</li> <li>• Manipulation of alginate impression material and preparation of plaster cast of U or L arch.</li> <li>• Manipulation of Zinc Oxide Eugenol impression paste, and preparation of cast of U or L arch.</li> <li>• Manipulation of Rubber Base impression material and preparation of Stone cast</li> </ul>	
17.8.2.3	Exercise No. 2	30 marks
	Manipulation of any one of the following:	
	<ul style="list-style-type: none"> <li>• ZOE (Luting and Filling consistency)</li> <li>• Zinc Phosphate Cement (Luting and Base consistency)</li> <li>• Silicate Cement (Filing consistency)</li> <li>• Glass Ionomer Cement Type I/II (Luting/Filling consistency)</li> <li>• Polycarboxylate Cement (Luting consistency).</li> <li>• Silver amalgam Trituration</li> </ul>	
<b>17.9.</b>	<b>PRE CLINICAL PROSTHODONTICS - ONLY PRACTICAL AND VIVA VOCE</b>	
17.9.1	Record/ Journal Book .....	10 Marks
17.9.2	Practicals	50 Marks
	i. Arrangement of teeth in class relation, Waxing, Carving, Polishing	
<b>17.10</b>	<b>PRE CLINICAL CONSERVATIVE DENTISTRY - ONLY PRACTICAL AND VIVA VOCE</b>	



17.10.1 Record / Journal Book .....	10 Marks
17.10.2 Practicals	50 Marks
17.10.2.1 Preparation of Class II Conventional Cavity for Silver Amalgam in Maxillary or Mandibular I or II Molar tooth (Typhodont/Natural Tooth), Filling, & carving-	40 Marks
17.10.2.2 Spotters Material & Instruments 5 X 2	10 Marks
<b>17.11 GENERAL MEDICINE</b>	
17.11.1 Record/ Journal Book .....	10 Marks
17.11.2 Clinicals (Case presentation & Discussion)	80 Marks
17.11.2.1 Case Presentation ..	40 marks
(Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	
17.11.2.2 Radiographic interpretations	30 marks
17.11.2.3 Instruments	10 marks
<b>17.12 GENERAL SURGERY</b>	
17.12.1. Record/ Journal Book .....	10 Marks
17.12.2 Clinicals (Case presentation & Discussion)	80 Marks
17.12.2.1 Case Presentation	40 marks
(Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	
17.12.2.2 Radiographic interpretations	30 marks
17.12.2.3 Instruments	10 marks
<b>17.13 ORAL PATHOLOGY AND ORAL MICROBIOLOGY</b>	
17.13.1 Record/ Journal Book .....	10 Marks
17.13.2 Practicals	80 Marks
17.13.2.1 10 Specimen: Identification & Points 10x3 =	30 marks.
17.13.2.2 10 Slides - Diagrams, Labelling & Salient features & Identification	50 Marks 5 marks each.
<b>17.14 ORAL MEDICINE AND RADIOLOGY</b>	
17.14.1 Record/ Journal Book .....	10 Marks
17.14.2 Clinicals	80 Marks
17.14.2.1 Oral Medicine-Case presentation & Discussion	50 Marks
(Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	
17.14.2.1 Radiology	30 marks
One exercise of taking Periapical radiograph, Processing & interpretation	
<b>17.15 PAEDIATRIC &amp; PREVENTIVE DENTISTRY</b>	
17.15.1 Record/ Journal Book .....	10 Marks

17.15.2 Clinicals	80 Marks
17.15.2.1 Case presentation & Discussion-	40 marks
Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management )	
17.15.2.2 Clinical procedure: Any one of the three -	40 Marks
Oral prophylaxis and topical fluoride application or Restoration of decayed tooth or Extraction of primary tooth	
<b>17.16 ORTHODONTICS &amp; DENTOFACIAL ORTHOPAEDICS</b>	
17.16.1.Record/ Journal Book .....	10 Marks
17.16.2 Clinicals	80 Marks
17.16.2.1 Case presentation & Discussion -	40 marks
(Case History, Clinical examination, Provisional Diagnosis / DD, Investigations &-Management	
17.16.2.2 Wire Bending Exercises: Any two -	40 Marks
<b>17.17 PERIODONTOLOGY</b>	
17.17.1 Record/ Journal Book .....	10 Marks
17.17.4.1 Clinicals	80 Marks
17.17.4.1 Case presentation	40 marks
(Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	
17.17.4.2 Oral Prophylaxis	40 marks
<b>17.18 PROSTHODONTICS AND CROWN &amp; BRIDGE</b>	
17.18.1 Record/ Journal Book .....	10 Marks
17.18.2 Clinicals (Case presentation & Discussion)	80 Marks
17.18.2.1 Case history	10 marks
17.18.2.2 Complete denture exercise	40 marks
17.18.2.3 Tooth preparation on typhodont	30 marks
<b>17.19 CONSERVATIVE DENTISTRY AND ENDODONTICS</b>	
17.19.1 Record/ Journal Book .....	10 Marks
17.19.2 Clinicals (Clinical exercise & Discussion)	80 Marks
Clinical Management of Carious lesions on permanent teeth	
<b>17.20 ORAL AND MAXILLOFACIAL SURGERY</b>	
17.20.1 Record/ Journal Book .....	10 Marks
17.20.2 Clinicals (Clinical exercise & Discussion)	80 Marks
17.20.2.1 Case History & Examination	25 Marks
17.20.2.2 Local anaesthesia technique	25 Marks
17.20.2.3 Extraction of firm tooth	30 Marks
(Maxillary/ Mandibular post. tooth)	
<b>17.21 PUBLIC HEALTH DENTISTRY</b>	

17.21.1 Record/ Journal Book .....	10 Marks
17.21.2 Clinical (Case presentation & Health talk)	80 Marks
17.21.2.1 Case History & Examination	30 Marks
17.21.2.2 Assessment of Oral Health status	20 Marks
17.21.2.3 One Preventive clinical procedure	20 Marks
17.21.3 Oral Health education talk	10 Marks

#### 18. QUALIFICATION AND EXPERIENCE OF TEACHING FACULTY:

Qualification and experience of various cadres of teaching faculty as prescribed by Dental Council of India from time to time shall be applicable to the Faculty in Dental Institutions of People's University.

#### 19. EXAMINERS FOR THE UNIVERSITY EXAMINATIONS:

Qualification and experience to be eligible for examinership for BDS examination.

- 19.1 There shall be two examiners. One internal from within the University: and one external from outside the University.
- 19.2 Both the examiners shall be appointed by the University.
- 19.3 Shall possess M.D.S/MD/MS/Ph.D., Degree in the concerned specialty from a recognized Institution.
- 19.4 Shall possess a minimum of 4 years teaching experience in the specialty after PG qualification in the specialty in a Dental College/Medical College approved / recognized by the DCI / MCI.
- 19.5 In the Medical subjects, examiners shall be preferably from among the teachers teaching respective Medical subject/ subjects in any Dental College approved / recognized by the DCI.
- 19.6 Should be holding the post of a Reader or above in a Dental / Medical Institution approved / recognized by the DCI / MCI.
- 19.7 In case of Physiology and Biochemistry if internal examiner is from Physiology, External examiner should be from Biochemistry or vice versa.
- 19.8 In case of Pathology and Microbiology if Internal examiner is from Pathology, External examiner should be from Microbiology or vice versa.
- 19.9 In case of Dental Materials, if internal is from Prosthodontics, external should be from Conservative Dentistry and vice versa.
- 19.10 Reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in a subject should not accept external examinership for a College from which External Examiner is appointed in his subject for the corresponding period.
- 19.11 No person shall be an Examiner to the same subject / Institution for more than 3 consecutive years. However, if there is a break of one year the person can be re-appointed. This provision may be relaxed with prior approval of Vice Chancellor.

**20. TEACHING SCHEDULE:**

The following are the prescribed teaching hours in various subjects of BDS course.

Figures in bracket are the minimum hrs as recommended by the Dental Council of (India).

S.No.	Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
1.	General Human Anatomy including Embryology, Osteology and Histology.	120 (100)	160 (175)	-	280 (275)
2.	General Human Physiology, Biochemistry, Nutrition and Dietics	120(120)	160(60)	-	280(180)
3.	Dental Materials	120(80)	160(240)	-	280(320)
4.	Dental Anatomy, Embryology, and Oral Histology	120(105)	240(250)	-	360(355)
5.	Dental Pharmacology and Therapeutics	80(70)	80(20)		160(90)
6.	General Pathology & Microbiology	80(55) 80(65)	80(55) 80(50)	-	160(110) 160(115)
7.	General Medicine	80(60)	--	160(90)	240(150)
8.	General Surgery	80(60)	--	160(90)	240(150)
9.	Oral Pathology and Microbiology	120(145)	160(130)	--	280(275)
10.	Oral Medicine and Radiology	120(65)	--	200	320(265)
11.	Paediatric & Preventive J Dentistry	80(65)	--	200	280(265)
12.	Orthodontics & Dental Orthopaedics	80(60)	--	200	280(250)
13.	Periodontology	80	--	200	280
14.	Oral & Maxillofacial Surgery	120(70)	--	360	480(430)
15.	Conservative Dentistry and Endodontics	120(135)	200	480(460)	800(795)
16.	Prosthodontics & Crown & Bridge	160(135)	360(300)	460	980(895)
17.	Public Health Dentistry	80(60)	--	320(290)	400(350)
		1920 (1590)	1840 (1540)	2740 (2550)	6500 (5680)

**21. INTERNSHIP PROGRAMME****21.1. CURRICULUM OF DENTAL INTERNSHIP PROGRAMME:**

21.1.1 The duration of Internship shall be one year. 2

- 21.1.2 All parts of Internship shall be done in a Dental College duly recognized/ approved by the Dental Council of India for the purpose of imparting education and training to dental graduates in the country.
- 21.1.3 The Interns shall be paid stipendiary allowance during the period of an Internship not extending beyond a period of one year.
- 21.1.4 The internship shall be compulsory and rotating as per the regulations prescribed for the purpose.
- 21.1.5 The degree-BDS shall be granted after completion of internship.
- 21.1.6 Determinants of Curriculum for internship for Dental Graduates:
- 21.1.7 The curricular contents of internship training shall be based on:
  - \* Dental health need of the society.
  - \* Financial, material and manpower resources available for the purpose.
  - \* National Dental Health Policy.
  - \* Socioeconomic conditions of the people in general.
  - \* Existing Dental as also the primary health care concept for the delivery of health services.
  - \* Task analysis of what graduates in Dentistry in various practice settings, private and government service actually performs.
  - \* Epidemiological studies conducted to find out prevalence of different dental health problems, taking into consideration the magnitude of dental problems, severity of dental problems and social disruption caused by these problems.

## **21.2. General Guidelines:**

- 22.1 It shall be task-oriented training. The interns should participate in various institutional and field programmes and be given due responsibility to perform the activities in all departments of the S Dental Colleges and associated institutions.
- 22.2 To facilitate achievement of basic skills and attitudes the following facilities should be provided to all dental graduates:
  - i. History taking examination, diagnosis, charting and recording treatment plan of case,
  - ii. Presentation of cases in a group of Seminar.
  - iii. Care and sterilization of instruments used.
  - iv. Performance and interpretation of essential laboratory tests and other relevant investigations.
- 21.3 Data analysis and inference;
  - i. Proper use of antibiotics, anti-inflammatory and other drugs as well as other therapeutic modalities.
  - ii. Education of patients, their relatives and community on all aspects of dental health care while working in the institution as also in the field.
  - iii. Communication aimed at inspiring hope, confidence and optimism.
  - iv. Legal rights of patients and obligations of dental graduate under forensic jurisprudence.

## **21.4 Elective Posting**

The internees shall be posted for 15 days in any of the dental departments of their choice mentioned in the foregoing.

**21.5. Evaluation:**

21.5.1 **Formative Evaluation:** Day to day assessment of the internees during their internship posting should be done. The objective is that all the interns must acquire 'necessary minimum skills required for carrying out day-to-day professional work competently. This can be achieved by maintaining records and performance data book by all internees. This will not only provide demonstrable evidence; of the processes of training but more importantly of the internees own acquisition of competencies as rotated to performance. It shall form a part of formative evaluation and shall also constitute a component of final grading of interns.

21.5.2 **Summative Evaluation:** It shall be based on the observation of the supervisors of different departments and the records and performance data book maintained by the interns. Grading shall be done accordingly.

21.6. **Rural Services:** In the rural services, the student will have to participate in

21.6.1 **Community Health Monitoring Programmes** and services which include Preventive, diagnostic and corrective procedure.

21.6.2 To create educational awareness about dental hygiene and diseases.

21.6.3 **Conduction of Oral Health Education Programme at**

School Setting - 5

Community Setting - 5

Adult Education Programme - 5

21.6.4 **Compulsory setup of satellite clinics in remote areas -1**

21.6.5 **Lectures to create awareness and education in public forums about the**

21.6.6 **Harmful effects of tobacco consumption and the predisposition to oral cancer-two Lecturers per students.**

**21.7. Period of Posting:**

1.	Oral Medicine & Radiology	- 1 Month
2.	Oral & Maxillofacial Surgery	- 2 Months
3.	Prosthodontics	- 1½ Months
4.	Periodontics	- 1 Months
5.	Conservative Dentistry	- 1 Months
6.	Pedodontics	- 1 Months
7.	Oral Pathology & Microbiology	- 15 days
8.	Orthodontics	- 1 Months
9.	Community Dentistry / Rural Services	- 3 Months
10.	Elective	- 15 days

22.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the. State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 24 of 2015****MASTER OF DENTAL SURGERY (MDS)  
Statutory Body: Dental Council of India (DCI)**

Title of the Course: It shall be called Master of Dental Surgery following the guideline an approval of DCI and State Government.

**1. AIMS**

- 1.1 The Aim of postgraduate training in various specialties is to train M.D.S. student who will-
  - 1.1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
  - 1.1.2 Exercise empathy and caring attitude and maintain high ethical standards.
  - 1.1.3 Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
  - 1.1.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
  - 1.1.5 To develop the faculty for critical analysis and evaluation of various concepts and views, to adopt the most rational approach.

**2. OBJECTIVES:**

- 2.1 The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him for a career in teaching, research and specialty practice. A candidate must achieve a high degree of clinical proficiency in the subject matter and develop competence in research and its methodology as related to the concerned Field. The above objectives are to be achieved by the time the candidate completes the course. The objectives may be considered as Knowledge (Cognitive domain), Skills (Psycho motor domain), Human values, ethical practice and communication abilities.

**2.2 KNOWLEDGE:**

- 2.2.1 Demonstrate understanding of basic sciences relevant to specialty.
- 2.2.2 Describe etiology, patho-physiology, principles of diagnosis and management of common problems within the specialty in adults and children.
- 2.2.3 Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.
- 2.2.4 Recognize conditions that may be outside the area of specialty competence and to refer them to an appropriate specialist.
- 2.2.6 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.
- 2.2.7 Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

**2.3 SKILLS:**

- 2.3.1 Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant-tests and interpret them to come to a reasonable diagnosis about the condition.
- 2.3.2 Acquire adequate skills and competence in performing various procedures as required in the specialty.

**2.4. HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATION ABILITIES:**

- 2.4.1 Adopt ethical principles in all aspects of practice.
- 2.4.2 Professional honesty and integrity are to be fostered.
- 2.4.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.4.4 Develop communication skills, in particular and skill to explain various options available in management and to obtain a true informed consent from the patient.
- 2.4.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.4.6 Apply high moral and ethical standards while carrying out human or animal research.
- 2.4.7 Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
- 2.4.8 Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

**3. Branches of Study:**

The following are the subjects of specialty for the MDS degree:

- a. Prosthodontics and Crown & Bridge
- b. Periodontology
- c. Oral & Maxillofacial Surgery
- d. Conservative Dentistry and Endodontics
- e. Orthodontics & Dentofacial Orthopedics
- f. Oral Pathology & Microbiology
- g. Public Health Dentistry
- h. Paedodontics & Preventive Dentistry
- i. Oral Medicine & Radiology

**4. INFRASTRUCTURE**

- 4.1 The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space, clinical material and number of students in each specialty shall be as per the stipulations of Dental Council of India from time to time.

**5. Eligibility**

- 5.1 A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University in respect of recognized Dental College under Section 10(2) of the Dentists Act, 1948 or an equivalent qualification recognized by the Dental Council of India and should have obtained permanent registration with the State Dental Council. Candidates not possessing a recognized Dental qualification for the above purpose should secure the prior approval of his qualifications by the Dental Council of India before he can be admitted to the MDS Course of this University.
- 5.2 Candidates who possess PG“ Diploma recognized by the DCI with the duration of 2 years (proposed) in particular specialty is eligible for admission in MDS in the same specialty and the duration will be 2 years. The syllabus of two years programmed will be as per the APJAK university guidelines.
- 5.3 Provided that in the case of a foreign national, the Dental Council of India may, on payment of the prescribed fee for registration, grant temporary registration for the duration of the postgraduate training restricted to the dental college/ institution of DR. A.P.J. ABDUL



KALAM UNIVERSITY, INDORE to which he is admitted for the time being exclusively for postgraduate studies;

- 12.4 Provided that further temporary registration to such foreign national shall be subject to the condition that such person is duly registered as dental practitioner in his own country form which he has obtained his basic dental qualification and that his degree is recognized by the corresponding dental council or concerned authority.

#### 6. Criteria for Selection for Admission

Students for MDS Course shall be admitted based on policy of statutory Body Such as DCI Rules and Regulations and Government of M. P. Medical Education Department.

- 6.1. Students for MDS course shall be selected strictly on the basis of their academic merit based.
- 6.1.2. The merit as determined by the Common Entrance examination conducted by the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE any designated agency approved by the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE or as decided by Statutory Body.
- 6.1.3. The minimum percentage of marks for eligibility for admission to postgraduate-Dental Courses shall be 50% for general category candidates and 40% for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/Competent Authority.

#### 7. Duration of the Course

A The Course shall be of three years duration. All the candidates for the degree of MDS are required to pursue the recommended: course for at least three academic years as full time candidates in an institution affiliated to and approved by post graduate studies by DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE and recognized by the Dental Council of India. Maximum course duration will be six years.

#### 8. Method of training

The training of postgraduate for degree shall be full time with graded responsibilities in the management and treatment of patients entrusted to his/E her care. The participation of the students in all facets of educational process is essential. Every candidate should take part in seminars, group discussions, grand rounds, case demonstration, clinics, journal review meetings, CPC and clinical meetings. Every candidate should participate in the teaching and training programme of undergraduate students. Training should include involvement in laboratory and experimental work, and research studies.

#### 9. COMMENCEMENT OF COURSE

MDS course shall commence from 2nd of MAY each year.

#### 10. TEACHING AND LEARNING ACTIVITIES

- 10.1 All the candidates registered for MDS course in various specialties shall pursue the course for a period of three years as fulltime students. During this period each students shall take part actively in learning and teaching activities designed by DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
- 10.2 Lecture: There shall be some didactic lecturers in the specialty and in the allied fields. The postgraduate departments should encourage the guest lectures in the required areas to strengthen the training programmes. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics.
- 10.3 Journal club: The journal review meetings shall be held at least once a week. All trainees are expected to participate actively and enter relevant details in logbook. The trainee should make presentations from the allotted journals of selected articles at least 5 times in a year.
- 10.4 Seminars: The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate actively and enter relevant details in logbook. Each trainee shall make at least 5-seminar presentation in each year.

- 10.5 Symposium: It is recommended to hold symposium on topics covering multiple disciplines.
- 10.6 Clinical postings: Each trainee shall work in the clinics on regular basis to acquire adequate professional skills and competency in managing various cases to be treated by a specialist.
- 10.7 Clinico pathological conference: The clinic-pathological conferences should be held once in a month involving the faculties of oral medicine and radiology, oral pathology and concerned clinical department. The trainees should be encouraged to present the clinical details, radiological and histo-pathological interpretations and participation in the discussions.
- 10.8 Interdepartmental meetings: To bring in more integration among various specialties there shall be interdepartmental meeting chaired by the dean with all heads of postgraduate departments at least once a month.
- 10.9 Teaching skills: All the trainees shall be encouraged to take part in undergraduate teaching programmes either in the form of lectures or group discussions.
- 10.10 Continuing dental education programmes: Each postgraduate department shall organize this programme on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programmes conducted elsewhere.
- 10.11 Conferences/ Workshops/ Advanced courses: The trainees shall be encouraged not only to attend conference / workshops/ advance course but also to present at least two papers at state/ national/specialty meetings during their training period.
- 10.12 Rotation & posting in other departments: To bring in more integration between the specialty and allied fields each postgraduate department shall workout a programme to rotate the trainees in related disciplines.
- 10.13 Dissertation: The DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE appreciates the importance of Research activities for the growth of the profession, Institution and trainee students. Therefore preparation of Dissertation based on clinical or research or experimental or any other method of study is one of the criteria for the award of MDS degree.

#### **11. Attendance, Progress and Conduct**

A candidate pursuing degree/ diploma course should work in the concerned department of the institution for the full (period as a full time student. No candidate is permitted to own a clinical work in clinical laboratory/nursing home while studying postgraduate course, candidate shall join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of registration.

Each year shall be taken as a unit for the purpose of calculating attendance.

Every candidate shall attend symposia, seminars, conferences, journal review meetings, grand rounds, CPC, case presentation, clinics and lectures during each year prescribed by the department and not absent himself/ herself from work without reasons.

Every candidate shall have not less than 80 percent of attendance in each year of MDS course. However, candidates should not be absent continuously as the course is a full time.

#### **12. Monitoring Progress of Studies**

- 12.1 Work diary/ Log Book: Every candidate shall maintain a work diary and record of his/ her participation in the training programme conducted by the department such as journal reviews, seminars, etc. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution, and presented in the university practical/ clinical examination.
- 12.2 Periodic tests: In case of degree courses of three years duration, the concerned. Departments may conduct three tests, two of them be annual tests, one at the end first year and the other in the second year. The third test may be held three months before the final examination. The tests may include written papers, practical/ clinical and viva voce. Records and marks

obtained in such tests will be maintained by the Head of the Department and sent to the University, when called for.

- 12.3 Records: Records and marks obtained interest will be maintained by the Head of the Department and will be made available to the University when called for.

### 13. DISSERTATION:

- 13.1 Every candidate shall prepare two Dissertations, one based on Review of Literature (LIBRARY DISSERTATION) and second one based on clinical or research or experimental or any other method of study (MAIN/ RESEARCH).

- 13.1.1 Library Dissertation: It is a process of collection and compiling of data available in already published literature on a given topic. The dissertation work shall be completed before the end of first year.

- 13.1.2 Main / Research Dissertation.

- 13.1.2.1 Main /Research dissertation shall be based on work / Research done by the candidate under the approved Guide, during the course of study.

- 13.1.2.2 Every candidate pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.

- 13.1.2.3 The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.

- 13.1.2.4 Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course on or before the dates notified by the University. The synopsis shall be sent through the proper channel.

- 13.1.2.5 Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of head of the Institution or the University.

- 13.1.2.6 The dissertation should be written under the following headings:

- 13.1.2.6.1 Introduction
- 13.1.2.6.2 Aims or Objectives of study
- 13.1.2.6.3 Review of Literature
- 13.1.2.6.4 Material and Methods
- 13.1.2.6.5 Results
- 13.1.2.6.6 Discussion
- 13.1.2.6.7 Conclusion
- 13.1.2.6.8 Summary
- 13.1.2.6.9 Bibliography
- 13.1.2.6.10 Tables
- 13.1.2.6.11 Annexure

- 13.1.2.7 The written text of dissertation shall be not less than 50 pages and shall not exceed 200 pages excluding reference, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (Executive size, 7.25" x 10.5") and bound properly. Spiral binding is not permitted. The dissertation shall be certified by the guide, head of the department and head of the Institution.

13.1.2.8 Six copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and HOD shall be submitted to the Registrar, through the Head of the Institution, six months before final examination on or before the dates notified by the University.

13.1.2.9 The dissertation shall be valued by all the four (examiners (2 Internal and 2 external) appointed by the University.

13.1.2.10 Approval of dissertation work by all the four examiners in writing is a mandatory precondition for a candidate to be eligible to appear in the University examination provided further that the candidate fulfills other eligibility requirements of attendance, progress and due clearance.

13.1.2.11 If any examiner does not approve the dissertation, examiner shall give in writing the specific reasons for NOT accepting the work.

13.1.2.12 Such candidates whose dissertation has not been approved shall, rectify the deficiencies, as pointed out by the examiner and submit three copies of new bound dissertation and one soft copy duly approved and signed by the Guide and H.O.D. to the University through HOI, 3 months before commencement of next or subsequent examination.

13.1.2.13 University shall get the dissertation valued by the external examiner, preferably the same examiner. After due approval of the dissertation by the examiner, the candidate may be permitted to appear for the Theory, Clinical / Practical examination.

#### 14. GUIDE:

14.1 The academic qualification and teaching experience required for recognition by the University as a guide for dissertation work shall be as laid down by Dental Council of India and DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

14.2 The Guide for each student in the specialty shall be nominated by the HOI, in consultation with the HOD.

14.3 Two students for each Professor and one student for each Reader can be allotted in each academic year. However a guide shall not have under him/her more than six students at a given time,

14.4 HOI may nominate if required, a co-guide who shall be a postgraduate teacher in the same specialty in the Institution.

14.5 Guides and co-guides shall be approved by the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

14.6 CHANGE OF GUIDE: In the event of a registered guide leaving the institution for any reason or retiring from service, or arising of any unforeseen circumstances, guide may be changed with prior permission from head of the Institution and the University.

#### 15. UNIVERSITY EXAMINATION

15.1 Eligibility: The following requirement shall be fulfilled by every candidate to become eligible to appear for the MDS University examination.

15.1.1 Attendance & Progress: Every candidate shall have attendance and progress in each academic year of the postgraduate course as given in Para 9.

15.1.2 Progress and conduct: Every candidate shall have participated in seminars, journal review meetings, symposia, conferences, case presentation, clinics and didactic lectures during each year as designed by the concerned department.

15.1.3 Work diary and Logbook: Every candidate shall maintain a work diary and logbook for recording his / her participation in the training programme conducted by the department. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution. (Please see SECTION III for Model Checklist and Log book)

15.1.4 Dissertation: The approval of Main dissertation by all the four examiners.

15.1.5 The certification of satisfactory progress by the head of the department and head of the institution shall be based on (15.1.1), (15.1.2) and (15.1.3) mentioned above.

#### 16. SCHEME OF UNIVERSITY EXAMINATION:

##### 16.1. GENERAL

16.1.1 There shall be one examination at the end of 3 years for the students appearing for the first time.

16.1.2 The examination consists of Theory (Written), Practical / Clinical and VIVA VOCE

16.1.3 The failed candidates shall appear again in supplementary examination, after six months.

16.1.4 The main examination shall be held in the month of April each year and supplementary examination shall be held in the month of October each year.

16.1.5 There shall be a gap of at least six months between the two examinations (Main, supplementary and subsequent examinations)

16.1.6 The failed student shall appear once again in all the parts of University examination (Written, Clinical/Practical and Viva voce).

16.1.7 The failed candidate need not prepare new dissertation, if it is approved by the University. However this is applicable to SIX attempts or a maximum of 5 years from the date of first appearance in the examination only.

16.1.8 Such students shall apply to the University for permission to carry out the dissertation work again in the Institution. If permitted a fresh dissertation need to be prepared under the Guide approved by the University.

16.2 WRITTEN EXAMINATION: The written examination shall consist of four papers, out of which two shall be pertaining to the specialty; one in Applied Basic Sciences and one shall be an Essay in the specialty. Each paper shall be of three hours duration.

##### 16.3 CLINICAL / PRACTICAL EXAMINATION

16.3.1 It should aim at examining the clinical skills and competence of candidate for undertaking independent work as a specialist. The actual format of clinical work and minimum number of clinical exercises shall be prescribed by the University to enable the candidate to develop confidence and clinical skill.

##### 16.4 VIVA VOCE EXAMINATION

16.4.1 Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.

##### 16.5 DISTRIBUTION OF MARKS AT THE UNIVERSITY EXAMINATION

###### 16.5.1 PART- A- WRITTEN

16.5.1.1	Paper-I	Applied Basic subjects	75 marks
16.5.1.2	Paper-II	Concerned specialty	75 marks
16.5.1.3	Paper-III	Concerned specialty	75 marks
16.5.1.4	Paper-IV	Essay on any one topic in concerned specialty (Choice shall be given for the essay)	75 marks

Total :300 Marks

###### 16.5.2 PART-B- Practical Clinical & Viva

16.5.2.1	Practical & Clinical Examination	: 200 marks
16.5.2.2	Viva-voce	: 100 marks

**17. THE SCHEME OF TYPE OF QUESTIONS IN WRITTEN PAPERS**

- 17.1 Each paper except Essay paper shall be of 3 hrs duration and shall carry maximum of 75 marks and shall contain questions as mentioned below:

Q.No. I Long essay question- 20 Marks

Q.No. II Long essay question- 20 Marks

Q.No. III Seven short note questions- 5 Marks each

- 17.2 Fourth ESSAY paper shall be of 3 hrs duration, carrying 75 marks. It shall have two essay topics; the candidate shall answer any one of the two.

- 17.3 All the written papers shall be valued by all the four examiners and aggregate of average marks in all the written papers shall be computed to determine the result. Pass mark shall be 150 marks out of maximum 300 Marks.

**18. TITLES AND CONTENTS OF WRITTEN PAPERS IN VARIOUS SPECIALITIES:****18.1 Prosthodontics and Crown & Bridge**

Paper- I	-	Applied Anatomy, physiology, pathology and Dental Materials
Paper -II	-	Removable Prosthodontics and Oral Implantology
Paper -III	-	Fixed Prosthodontics
Paper - IV	-	Essay

**18.2 Periodontology**

Paper- I	-	Applied Anatomy, physiology, Biochemistry, Pathology and Pharmacology
Paper - II	-	Etiopathogenesis.
Paper - III	-	Clinical Periodontology and Oral Implantology
Paper - IV	-	Essay

**18.3. Oral-& Maxillofacial Surgery**

Paper- I	-	Applied Anatomy, physiology and Pathology
Paper -II	-	Minor oral Surgery and Trauma
Paper -III	-	Maxillofacial Surgery and oral Implantology
Paper - IV	-	Essay

**18.4 Conservative Dentistry and Endodontics**

Paper- I	-	Applied Anatomy, Physiology, Pathology and Dental Materials
Paper -II	-	Conservative dentistry & Aesthetic Dentistry
Paper -III	-	Endodontics
Paper - IV	-	Essay

**18.5 Orthodontics, & Dentofacial Orthopedics**

Paper - I	-	Applied Anatomy, Physiology, Pathology, Genetics Physical anthropology & Dental material
Paper -II	-	Diagnosis and treatment planning.
Paper -III	-	Clinical Orthodontics and Mechanotherapy
Paper - IV	-	Essay

**18.6 Oral Pathology & Microbiology Forensic Odontology**

- |             |   |   |
|-------------|---|---|
| Paper- I    | - | Applied Anatomy, Physiology, Pathology and Research methodology |
| Paper – II  | - | Oral pathology Microbiology and Oncology                        |
| Paper – III | - | Laboratory Techniques and Diagnosis                             |
| Paper – IV  | - | Essay   |

**18.7 Public Health Dentistry**

- |             |   |   |
|-------------|---|---|
| Paper- I    | - | Applied Anatomy, Physiology, Pathology and Research methodology |
| Paper – II  | - | Public Health.  |
| Paper - III | - | Dental Public Health  |
| Paper - IV  | - | Essay   |

**18.8 Pediatric & Preventive Dentistry**

- |            |   |  |
|------------|---|--|
| Paper- I   | - | Applied Anatomy, Physiology, Pathology Microbiology, nutrition and Dietetics |
| Paper –II  | - | Clinical pediatric dentistry   |
| Paper –III | - | Preventive and community dentistry as applied to pediatric dentistry         |
| Paper – IV | - | Essay  |

**18.9 Oral Medicine and Radiology**

- |            |   |   |
|------------|---|---|
| Paper- I   | - | Applied-Anatomy, Physiology, Pathology and pharmacology                 |
| Paper – II | - | Diagnosis, diagnostic methods and imageology and Applied Oral Pathology |
| Paper -III | - | Oral medicine, therapeutics and laborator investigations                |
| Paper - IV | - | Essay   |

**19. PRACTICAL / CLINICAL EXAMINATION**

19.1 In case of practical/ Clinical examination, it should be aimed at assessing competence and skills of techniques and procedures, It should also aim at testing student's ability to make relevant and valid observations, interpretation and inference of laboratory or experimental or clinical work relating to his / her subject for undertaking independent work as a specialist. The actual format of clinical examination in various specialties are given below.

19.2 Duration of practical/Clinical examination including VIVA VOCE is minimum of TWO days up to candidates. Duration shall be increased as per the requirement.

19.3 There shall be NO practical examinations in Applied Basic Medical subjects.

19.4 The Maximum marks for practical / clinical examination shall be 200 marks. Exercises and distribution of marks for various clinical / practical exercises in the specialties is mentioned below:

**19.5 PROSTHODONTICS, CROWN & BRIDGE**

19.5.1 Examination shall be for three days. If there are more than 6 candidates, it may be extended for one more day. Each candidate shall be examined for a minimum of two days, six hours per day including viva voce.

19.5.2 Presentation of treated patients and records during their 3 years training period - 25 Marks		
a.	C. D.	1 mark
b.	R.P.D.	2 marks
c.	F.P.D including single tooth and surface restoration	2 marks
d.	Implant Supported Prosthesis.	5 marks
e.	Occlusal rehabilitation	5 marks
f.	T. M.J.	5 marks
g.	Maxillofacial Prosthesis	5 marks
19.5.3 Present actual treated patients C. D. Prosthesis and Insertion - 90 Marks		
a.	Discussion on treatment plan and patient review	10 marks
b.	Tentative jaw relation records	5 marks
c.	Face Bow - transfer	5 marks
d.	Transferring it on articulators	5 marks
e.	Extra oral tracing and securing centric and protrusivel lateral, record	25 marks
f.	Transfer in on articulator	5 marks
g.	Selection of teeth	5 marks
h.	Arrangement of teeth	15 marks
i.	Waxed up denture trial	10 marks
j.	Fit, insertion and instruction of previously processed characterized, anatomic complete denture prosthesis	5 marks
All steps will include chair side, lab and viva voce		
19.5.4 Fixed Partial Denture - 50 Marks		
a.	Case discussion and selection of patients for F. P. D.	5 marks
b.	Abutment preparation isolation and fluid control	25 marks
c.	Gingival retraction and impressions	10 marks
d.	Cementation of provisional restoration	10 marks
19.5.5 Removable Partial Denture - 35 Marks		
	Surveying and designing of partial dentate cast	10 marks
	Discussion on components and material selection Including occulsal scheme.	15 marks
19.5.6 Viva Voce: 100 Marks		
i.	Viva-Voce examination:	80 marks



All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It include presentation and discussion on dissertation also.

19.5.6.1 Pedagogy Exercise : 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ She is asked to make app presentation on the topic for 8-10 minutes.

## 19.6 PERIODONTOLGY

The clinical examination shall be of two days duration

### 19.6.1 Case discussion

Long case - One

Short case - One

19.6.1.1 Periodontal surgery — Periodontal flap surgery on previously prepared case in one quadrant of the mouth after getting approval from the examiners.

19.6.1.2 Post surgical review and discussion of the case treated on the 1<sup>st</sup> day Presentation of dissertation & discussion.

19.6.1.3 All the examiners shall participate in all the aspects of clinical examinations/ Viva Voce

19.6.1.4 Distribution of Marks for clinical examination (recommended)

a) Long Case discussion	50
b) 2 Short cases	50
c) periodontal Surgery	75
d) Post - Operative review	25
Total	200

### 19.6.2 Viva Voce: 100 Marks

19.6.2.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skill. It includes all components of course contents. It includes presentation and discussion on dissertation also.

19.6.2.2 Pedagogy: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

## 19.7. ORAL & MAXILLOFACIAL SURGERY

19.7.1 Minor Oral Surgery — 100 Marks

Each candidate is required to perform the minor oral surgical procedures under local anaesthesia. The minor surgical cases may include removal of impacted lower third molar, cyst enucleation, any similar procedure where students can exhibit their professional skills in raising the flap, removing the bone and suturing the wound.

19.7.2 (a) One long case - 60 marks

(b) Two short cases - 20 marks each

19.7.3 Viva Voce - 100 Marks

19.7.3.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, and expression interpretation of data and communication skills. It includes all components of courses contents. It includes presentation and discussion on dissertation also.

#### 19.7.3.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

#### 19.8 CONSERVATIVE DENTISTRY & ENDODONTICS

19.8.1 The duration of Clinical and Viva Voce examination will be 2 days for a batch of four students

#### 19.8.2 Clinical Exercise I - 50 Marks

Cast core preparation

(i)	Tooth Preparation	-	10 marks
(ii)	Direct Wax Patter	-	10 marks
(iii)	Casting A	-	10 marks
(iv)	Cementation	-	10 marks
(v)	Retraction & Elastomeric Impression	-	10 marks

#### 19.8.3 Viva Voce : 100 Marks

19.8.3.1. Viva-Voce examination : 80 marks

19.8.3.2. Pedagogy Exercise : 20 marks

A topic be given to each candidate in the beginning of (clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

#### 19.9 ORTHODONTICS

19.9.1 Practical / Clinical Examination : 200 Marks

19.9.1.1 Exercise No.: 1 Functional Case : 50 Marks

Selection of case for functional appliance and recording of construction -bite. Fabrication and delivery of the appliance the next day.

19.9.1.2 Exercise No.: 2 multiband exercise : 50 Marks

III stage with auxiliary springs

OR

Bonding of SWA brackets and construction of suitable arch wire.

19.9.1.3 Exercise N0. 3 Display of records of the treated cases (minimum of 5 cases) 5 cases X

15 marks = 75 Marks

19.9.1.4 Exercise No. : 4 long case discussions: 25

No. A Exercise Marks allotted Approximate Time

No.	Exercise	Marks allotted	Approximate Time
1.	Functional appliance	50	1 hour
2	III stage mechanics / Bonding and arch wire fabrication	50	1 hr. 30 min.
3	Display of case records (a minimum of 5 cases to be presented with all the cases)	75	1 hour
4	Long cases	25	2 hours

**19.9.2 Viva Voce: 100 Marks****19.9.2.1 Viva-voce examination: 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, and expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

**19.9.2.2 Pedagogy Exercise: 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.10 ORAL PATHOLOGY & MICROBIOLOGY****19.10.1 Practical / Clinical - 200 Marks****19.10.1.1 Case Presentation**

a) Long case - 20 marks

b) Short case - 10 marks

**19.10.1.2 Clinical Hematology**

(any two investigations)

Hb%, bleeding time, clotting time,

Total WBC count, Differential WBC count and ESR

**19.10.1.3 Smear Presentation**

Cytology or microbial smear and staining

**19.10.1.4 Paraffin sectioning and**

H & E Staining

**19.10.1.5 Histopathology slide discussion****19.10.2 Viva Voce****19.10.2.1 Viva-Voce examination: 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

**19.10.2.2 Pedagogy Exercise: 20 marks**

A topic be given to each candidate in the 'beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes

**19.11 PUBLIC HEALTH DENTISTRY****19.11.1 Practical / Clinical Examination: 200 Marks**

**19.11.1.1 Clinical examination of at least 2 patients representing the community – include history, main complaints, examination and recording of the findings, using indices for the assessment of oral health and presentation of the observation including diagnosis, comprehensive treatment planning.**

(50 Marks - 1½ Hrs.)

**19.11.1.2 Performing**

a. One of the treatment procedures as per treatment plan. (Restorative, surgical, rehabilitation)

b. Preventive oral health care procedure.

c. One of the procedures specified in the curriculum

(50 Marks - 1½ Hrs.)

19.11.1.3 Critical evaluation of a given research article published in an international journal.

(50 Marks - 1½ Hrs.)

19.11.1.4 Problem solving — a hypothetical oral health situation existing in a community is given with sufficient data. The student as a specialist in community dentistry. Is expected to suggest practical solutions to the existing oral health situation of the given community. (50 Marks 1½ Hrs.)

19.11.2 Viva voce: 100 Marks

19.11.2.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. IT includes all components of course contents. It includes presentation and discussion on dissertation also.

ii. Pedagogy Exercise: 20 marks

A topic is given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

## 19.12 PEDODONTIA PREVENTIVE DENTISTRY

19.12.1 Practical Examination: 200 Marks

The Clinical / Practical and Viva-Voce Examinations are conducted for a minimum of two days. 1st Day

19.12.1.1 Case Discussion, Pulp Therapy i.e. Pulpectomy on a Primary Molar.

Case Discussion : 20 marks

Rubber Dam application : 10 marks

Working length X-ray : 20 marks

Obturation : 20 marks

**Total : 70 marks**

19.12.1.2 Case Discussion, Crown preparation on a Primary Molar for Stainless steel crown and cementation of the same.

Case Discussion : 10 marks

Crown Preparation : 20 marks

Crown Selection and Cementation : 20 marks

**Total : 50 marks**

19.12.1.3 Case Discussion, band adaptation for fixed type of space maintainer and impression making.

Case Discussion : 20 marks

Band adaptation : 20 marks

Crown Selection and Cementation: 20 marks

**Total : 60 marks**

19.12.1.4 Evaluation of Fixed Space

Maintainer and Cementation: 20 marks

19.12.2 Viva Voce: 100 Marks

## 19.12.2.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all component of course contents. It includes presentation and discussion on dissertation also.

## 19.12.2.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

## 19.13 ORAL MEDICINE &amp; RADIOLOGY.

## 19.13.1 Practical / Clinical Examination: 200 Marks

## 19.13.1.2 Clinical Case Presentation

2 Spotters 2 x 10 = 20 Marks

2 Short Cases 2 x 15 = 30 Marks

2 Short Cases 1 x 50 = 50 Marks

**Total = 100 Marks**

## 19.13.1.2 Radiology Exercise

A) One Intra Oral Radiograph : 10 Marks

B) One Occlusal Radiograph : 30 Marks

C) Two Extra Oral Radiograph : 2x30=60 Marks

Including technique and I interpretation

## 19.13.2 Viva Voce: 100 Marks

## 19.13.2.1 Viva- Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

## 19.13.2.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

## 20. RE- VALUATION OF ANSWER BOOKS:

There shall be no provision of re-totaling / Revaluation of written and practical/ Clinical papers as the papers are valued by the four expert examiners.

## 21. CRITERIA FOR DECLARING AS PASS:

To pass in the University examination

21.1 Dissertation should have been approved by the examiners in that year or previous years.

21.2 Shall have secured a minimum of 50% marks in aggregate of all the written papers (150 Marks out of 300 Marks.)

21.3 Shall have secured a minimum of 50% marks in aggregate of Practical / Clinical examination and VIVA examination. (150 Marks out of 300 Marks).

21.4 Candidates passing the MDS examination shall be declared to have passed the examinations in A) Second, class - 50% and above and below 75 % marks in aggregate.

B) First Class +- above 75 % of marks in aggregate.

21.5 A candidate who is declared successful in the M.D.S. examination shall be granted a degree of "Master of Dental Surgery" in the specialty.

**22 EXAMINERS:**

22.1 The University examination shall be conducted by a board of four examiners appointed by the University.

22.2 The board of four examiners consists of two internal and two external examiners.

22.3 One of the internal examiners shall be appointed as chairman of board by the University.

22.4 50% of the external examiners shall be from outside the state.

**23. QUALIFICATION & EXPERIENCE FOR EXAMINERS:**

23.1 He/She should possess PG qualification and teaching experience of more than 4 Years after obtaining PG qualification in the same specialty.

23.2 No person who is not an active postgraduate teacher in the subject can be appointed as an examiner.

23.3 Reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in a Subject should not accept External Examiner ship for a institution from which External Examiner is appointed.

23.4 No person shall be an external examiner for the same institution for more than Four consecutive Examinations. However if there is a break of two examinations, the person can be re-appointed in subsequent examinations.

**24. CHECK LISTS**

**24.1 CHECKLIST - 1**

**MODEL CHECKLIST FOR EVALUATION OF JOURNAL  
REVIEW PRESENTATIONS**

Name of Trainee:

Date:

Name of Faculty / Observer:

S.No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Article chosen was					
2	Extent of understanding of scope and objectives of the paper by the candidate					
3	Whether cross references have been consulted					
4	Whether other relevant publications consulted					
5	Ability to respond to questions on the paper / subject					
6	Audio -1 Visual aids used					
7	Ability to defend the paper					
8	Clarity of presentation.					
9	Any other observation					
	Total Score					

**CHECKLIST-2****MODEL CHECKLIST FOR EVALUATION OF SEMINAR PRESENTATIONS**

Name of the Trainee :

Date:

Name of the Faculty / Observer :

S.No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Whether other relevant publications consulted.					
2	Whether cross-references have been consulted.					
3	Completeness of Preparation.					
4	Clarity of presentation.					
5	Understanding of subject.					
6	Ability to answer the questions.					
7	Time scheduling.					
8	Appropriate use of Audio — Visual aids.					
9	Overall performance.					
10	Any other observation.					
	Total Score					

**24.3. CHECKLIST-3****.MODEL CHECKLIST FOR EVALUATION OF CLINICAL WORK IN OPD**


(To be completed once a month by respective Unit Heads including posting in other department)

Name of the Trainee :

Date:-

Name of the Unit Head :

S.No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Regularity of attendance.					
2	Punctuality.					
3	Interaction with colleagues and supportive staff.					
4	Maintenance of case records.					
5	Presentation of cases.					
6	Investigations work up.					
7	Chair—side manners.					
8	Report with patients.					
9	Over all quality of clinical work.					
	Total Score					


 Dr. N. K. Singh चौहान

## 24.4. CHECKLIST- 4

**EVALUATION FROM THE CLINICAL CASE PRESENTATION**

Name of the Trainee:

Date:

Name of the Faculty / Observer:

S.No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Completeness of history					
2	Whether all relevant points elicited					
3	Clarity of presentation					
4	Logical order.					
5	Mentioned all positive and negative.					
6	Accuracy of general physical examination.					
7	Diagnosis: whether it follows logically from history and findings.					
8	Investigations required. Complete List Relevant order Interpretation of investigations.					
9	Ability to react to questioning whether it follows logically from history and findings					
10	Ability to defend diagnosis.					
11	Ability to justify differential diagnosis.					
12	Others.					
	Grand Total					

**Note:** - Please use a separate sheet for each faculty member.



## 24.5. CHECKLIST- 5

**MODEL CHECK LIST FOR EVALUATION OF TEACHING SKILL**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

S.No.	Items for observation during presentation	Strong Point	Weak Point
1	Communication of the purpose of the talk		
2	Evokes audience interest in the subject.		
3	The introductions.		
4	The sequence of ideas.		
5	The use of practical example and / or illustrations.		
6	Speaking style (enjoyable, monotonous, etc. Specify)		
7	Attempts audience participation.		
8	Summary of the main points at the end.		
9	Asks questions.		
10	Answers questions asked by the audience.		
11	Rapport of speaker with his -audience.		
12	Effectiveness of the talk		
13	Uses AV Aids appropriately.		

## 24.6. CHECKLIST - 6

**MODEL CHECK LIST FOR DISSERTATION PRESENTATION**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

S.No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Interest shown in selecting topic.					
2	Appropriate review.					
3	Discussion with guide and other faculty.					
4	Quality of protocol.					
5	Preparation of Proforma					

**24.7. CHECKLIST - 7****CONTINUOUS EVALUATION OF DISSERTATION WORK BY GUIDE / CO-GUIDE**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

S.No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Periodic consultation with guide / co-guide.					
2	Regular collection of case material					
3	Depth of analysis/ Discussion.					
4	Department presentation of findings.					
5	Quality of final output.					
	Others					
	Total Score					

**24.8. CHECKLIST- 8****OVERALL ASSESSMENT SHEET**

Date:

		Name of trainee ..... and Mean Score									
Sl. No.	Faculty Member	A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6											

Signature of HOD

Signature of Principal

The above overall assessment sheet used along with the logbook should form the basis for certifying satisfactory completion of course of study, in addition to the attendance requirement.

**KEY:**

Faculty member: Name of the faculty doing the assessment.

Mean score : Is the sum of all the scores of checklist I to 7.

A, b, : Name of the trainees.

**25.0 LOG BOOK**

The proforma of tables are given below.

## 25.1. TABLE 1

**ACADEMIC ACTIVITIES ATTENDED**

Name:

Admission Year:

College:

Date	Type of activity Specify Seminar, Journal club, presentation, UG teaching	Attended/Participated

## 25.2. TABLE 2

**ACADEMIC PRESENTATIONS MADE BY THE TRAINEE**

Name:

Admission Year:

College:

Date	Topic	Type of activity Specify Seminar, Journal club, presentation, UG teaching etc.

## 25.3. TABLE 3

**DIAGNOSTIC AND. OPERATIVE PROCEDURES PERFORIVIED**

Name:

Admission Year:

College:

Date	Name	OP. No.	Procedure	Category O, A, PA, PI

Key:

- O - Washed up and observed-Initial 6 months of admission.  
A - Assisted a more senior surgeon - 1 year MDS  
PA - Performed procedure under the direct supervision of a senior surgeon - II year MDS.  
PI - Performed independently - III year MDS

26.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 25 of 2015****BACHELOR OF AYURVEDIC MEDICINE & SURGERY (B.A.M.S)****Statutory Body: Central Council of Indian Medicine**

The programme shall be governed by the norms, rules and guidelines of the concerned regulatory council the Central Council of Indian Medicine, New Delhi and the policies of Government of Madhya Pradesh.

1. **Definition & Duration:** The duration of the programme of instruction for the degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) shall be Four Year and Six Months, followed by compulsory rotating internship for one year and maximum course duration will be eleven years.

This period of Four Year and Six Months will be divided as follows:-

Ist Professional	12 month
IInd Professional	12 month
IIInd Professional	12 month
Final Professional	18 months
Compulsory Rotatry Internship	12 months

2. **Admission**

- 2.1 **Eligibility:** A candidate who attains the age of 17 years or more on or before 31<sup>st</sup> December of the year and has passed:

- i) 10+2 examination from the MP Board of School Education, with at least 50% marks in aggregate of Physics, Chemistry & Biology for unreserved category and 40% marks for reserve category students.

OR

- ii) An examination of any other University / Board recognized by state govt. as equivalent there to with at least 50% marks in aggregate of Physics, Chemistry & Biology.
- iii) English should be essentially a subject in 10+2 examination.
- iv) The intake of seats will be made as per provisions of Statute 28 and as approved by Govt. of India

3. **Procedure:** Admission shall be made through merit/entrance test conducted by Govt. authorized agency in the state. Fee shall have to be remitted by the students in the beginning of every academic year on duly notified dates. Candidates failing to deposit the fee in time shall be liable for penalty, as prescribed by the University. The fee structure laid down in the Admission Bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission in the concerned academic year.

4. **Examination:**

- 4.1 The examination shall be open to a person:-

A. Who possesses the qualification laid down in clauses 3.

B. (i) Who has been on the rolls of a college admitted to the privileges of this University for the period provided in clause 2.1. 2

(ii) Whose name is submitted to the Registrar/Controller of Examination by the Principal of the College provided that the Principal of the College certifies that the candidate has:

- a) Attended not less than 75% of the full course of lectures delivered in each subject 85% of the period assigned to practical work in each subject ( the lectures & practical work shall be counted up to 21 days before the commencement of the examination);
- 4.2 The examination shall be held according to the syllabus prescribed by central council of Indian Medicine New Delhi and adopted by the University for regular students. Provided that the syllabus for candidates for the compartment examination shall be the same as was in force in the last Annual Examination.
- 4.3 Number of Papers teaching hours and Marks for Theory / Practical are as below:-

Name of the subject	Number of hours of Teaching			Details of Maximum Marks			
	Theory	Practical	Total	Number of Papers	Theory	Practical	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Ist Professional</b>							
Padarth Vigyan evam Ayurved ka Itihas	100	--	100	Two	200	--	200
Sanskrit	200	--	200	One	100	--	200
Kriya Sharir (Physology)	200	200	400	Two	200	100	100
Rachna Sharir (Anatomy)	300	200	500	Two	200	100	300
Maulik Siddhant evam Ashtang Hridaya (Sutra Sthan)	150	--	150	One	100	--	100
<b>IInd Professional</b>							
Dravyaguna Vigyan	200	200	400	Two	200	200	400
Agadtantra Vyavhar Ayurved evam Vidhi Vaidyaka.	200	100	300	Two	100	50	150
Rasashastra Exam Bhaishajya Kalpana Part-I	200	200	400	Two	200	200	400
Charak-Samhitra (Puravardh)	200	--	200	One	100	--	100
<b>IIIrd Professional</b>							
Roga Nidan Exam Vikriti Vigyan	200	100	300	Two	200	100	300
Swastha Vritta & Yoga	200	100	300	Two	200	100	300
Prasuti & Striroga	200	100	300	Two	200	100	300
Bal Roga	100	100	200	One	100	50	150
Charak Samhita (Uttarardh)	200	--	200	One	100	--	100
<b>Final Professional</b>							
Kayachikitsa	300	200	500	Two	200	100	300
Panchakarma	100	200	300	One	100	50	150
Shalya Tantra	200	150	350	Two	200	100	300
Shalakya Tantra	200	150	350	Two	200	100	300
Reasearch Methodology & Medical – Statistics	50	--	50	One	50	--	50

**NOTE:** The period of theory and practical shall not be less than 60 minutes (one hour). The duration of the practical of clinical subjects and Rachna Sharir (Dissection) shall be of at least 120 minutes (Two hours).

**5.1 FIRST PROFESSIONAL EXAMINATION:**

- a) The first professional examination shall be at the end of one academic year of first professional session. The first professional session will ordinarily start in July.
- b) The first professional examination shall be held in the following subjects :-
  1. Padarth Vigyan evam Ayurved ka Itihas
  2. Sanskrit
  3. Kriya Sharir (Physiology)
  4. Rachna Sharir (Anatomy)
  5. Maulik Siddhant evam Ashtang Hridaya (Sutra Sthan).
- c) A student failed in not more than two subjects shall be held eligible to keep the terms for the second professional Courses, however he/she will not be allowed to appear for second professional examination unless he/she passes in all the subjects of the first professional.

**5.2 SECOND PROFESSIONAL EXAMINATION:**

- a) The Second professional session shall start every year in the month of July following completion of First Professional examination.
- b) The second professional examination shall be ordinarily held and completed by the end of month of May/June every year after completion of one year of Second Professional session.
  1. Dravyaguna Vigyan (Pharmacology and Materia Medica)
  2. Rasashastra -1 Bhaishajya Kalpana (Pharmaceutical Science)
  3. Agad Tantra Vyavhar Ayurved evam Vidhi Vaidyaka (Toxicology and Medical Jurisprudence)
  4. Charak- Puravardh
- c) A student failed in not more than two subjects shall be held eligible to keep the terms for the third professional examination, however he/she will not be allowed to appear for third professional examination unless he/she passes in all the subjects of second professional examination.

**5.3 THIRD PROFESSIONAL EXAMINATION:**

- a) The Third Professional session shall start every year in the month of July following completion of second professional Examination.
- b) The Third Professional examination shall be ordinarily held and completed by the end of the month of May/June every year after completion of one year of third professional session.
  1. Roga Nidan Vikriti Vigyan (Pathology & Microbiology)
  2. Charak Samhita\_ Uttarardh
  3. Swastha Vritta & Yoga (Preventive and Social Medicine & Yoga)
  4. Prasuti & Striroga (Gynaecology & Obstetrics)
  5. Bal Roga (Paediatrics)
- a) A Student failed in not more than two subjects shall be held eligible to keep the terms for the final professional examination, however he/she will not be allowed to appear for final professional examination unless he/she passes in all the subjects of Third Professional examination.

**5.4 FINAL PROFESSIONAL EXAMINATION:**

- a) The final professional session will be of 1 and 1/2 year duration and shall start every year in the month of July following completion of Third professional Examination. The Final professional examination shall be ordinarily held and completed by the end of month of Oct./ Nov. every year after completion of one and half year of final professional examination.
- b) Final professional examination shall comprise of the following subjects :--
1. Shalya Tantra (General Surgery)
  2. Shalakya Tantra (Diseases of Head & Neck including Ophthalmology, ENT and Dentistry)
  3. Kayachikitsa (Internal Medicine)-including Manas Roga, Rasayan & Vajkarana).
  4. Panchakarma
  5. Research Methodology & Medical -1 statistics.

**6. Examination Fee:**

The examination fee to be paid by a candidate shall be as per University norms for each examination, or a part thereof.

**7. Evaluation:**

The minimum marks required to pass in each subject shall be 50% (written & practical separately).

- 7.1 The final results shall be declared after taking into account the marks obtained by the candidate in all the examination & candidates who obtain more than 75% marks and passed in the first attempt all the examinations within the normal period of instructions shall be declared to have passed with distinction.
- 7.2 Every successful candidate shall be granted a Certificate-cum detail marks card of each examination. Marks obtained in each subject shall be supplied to unsuccessful candidates also. Provided that a candidate who qualifies all the four and half Year examinations of Ayurvedacharya will be issued a Degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) B.A.M.S after completion of internship as provided in Clause-12
- 7.3 Every candidate on passing the Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) course of studies shall be required to, undergo compulsory rotatory internship training for a period of one year as under before the degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) is conferred upon his /her.

Departments (1)	Distribution of Six Months (2)	Distribution of Twelve months (3)
1.Kayachikitsa	2 Months	4 Months
2. Shalya	1 Month	2 Months
3. Shalakya	1 Month	2 Months
4. Prasuti Tantra & Stri Roga	1 Month	2 Months
5. Kaumarbhritya	15 Days	1 Month
6. Panchkarma	15 Days	1 Month

Six months training of interns will be carried out with an object to orient and acquaint the intern with National health program. The intern will have to join in one of the following institute for undertaking such training.

- a) Primary Health Centre
- b) Community Health Centre/ District Hospital
- c) Any Hospital of Modern Medicine.
- d) Any Ayurved Hospital or Dispensary

All the above centers (a, b, c and d) will have to be recognized by the concerned University and concerned Govt. designated authority for taking such a training.

**NOTE:** Internship will start after the declaration of final year B.A.M.S examination result and Registration of Madhya Pradesh Ayurveda Unani Chikitsa Board, Bhopal.

**8. General:**

- 8.1 Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year & nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance & the amended Ordinance, if any shall apply to all the students, whether old or new.
- 9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/ Schools. Which will not be contradictory to the CCIM regulation / GOI/GOMP rules. The decision of the Vice-Chancellor shall be final.
- 10. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms. of the State Government of Madhya Pradesh.



**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 26 of 2015****POST BASIC B.Sc. (NURSING) PROGRAMME****(2 Year Degree Course)****Statutory Body: Indian Nursing Council****1.0 AIMS AND OBJECTIVES****1.1 AIMS**

Post Basic B.Sc. Degree in Nursing is a broad based education aimed to build upon the skills and competencies acquired at the diploma in nursing level. It is specifically directed to the upgrading of critical thinking skills, competencies and standards required for practice of professional nursing and midwifery as envisaged in National Health Policy. The course is intended to enable the graduates:

- 1.1.1 Assume responsibilities as professional, competence nurses and midwives at basic level in providing promotive, preventive, curative, and rehabilitative services.
- 1.1.2 Make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in clinical/public health settings.

**1.2 Objectives**

On completion of Post Basic B.Sc. Nursing degree course the graduates will be able to:

- 1.2.1 Assess health status, identify nursing needs, plan, implement and evaluate nursing care for patients / clients that contribute to health of individuals, families and communities.
- 1.2.2 Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing, physical, biological and behavioral sciences.
- 1.2.3 Participates as members of health team in the promotive, preventive, curative and restorative health care delivery system of the country.
- 1.2.4 Demonstrate skills in communication and interpersonal relationship.
- 1.2.5 Demonstrate leadership qualities and decision-making abilities in various situations.
- 1.2.6 Demonstrate skills in teaching to individuals and groups in community health settings.
- 1.2.7 Demonstrate managerial skills in community health settings.
- 1.2.8 Practice ethical values in their personal and professional life.
- 1.2.9 Participate in research activities and utilize research findings in improving nursing practice.
- 1.2.10 Recognise the need for continued learning for their personal and professional development.

**2.0 Course structure:**

The degree in nursing two year course here in after designated as Post Basic Bachelor of Science in Nursing in sort 'Post Basic B.Sc.'.

**3.0 Academic Qualification for Admission:**

The eligibility criteria for admission shall be as under:

- i. Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination recognized by the university for this purpose. Those who have done 10+1 in or before 1986, will be eligible for admission.
- ii. Must have obtained a Diploma in General Nursing and Midwifery from a recognized Board/University and registered as R.N.R.M. with the State Nurses Registration Council. A male nurse, trained before the implementation of the new integrated course besides being registered as a nurse with State Nurses Registration Council, shall produce evidence of training approved by Indian Nursing Council for a similar duration in lieu of midwifery in any one of the following areas:
  - a. O.T. Techniques
  - b. Ophthalmic Nursing
  - c. Leprosy Nursing
  - d. TB Nursing
  - e. Psychiatric Nursing
  - f. Neurological and Neuro surgical Nursing
  - g. Community Health Nursing
  - h. Cancer Nursing
  - i. . Orthopedic Nursing
- iii. The candidate should be medically fit.
- iv. Admission shall be done once in a year.

**Note:** - The age of the candidates seeking admission to the above courses shall be determined as per entry in the Matriculation/Secondary School Examination certificate or any other examination recognized as equivalent thereto.

**4.0 Duration of the Course:**

- i. The duration of the course shall be two year.
- ii. The duration of each course of Post Basic B.Sc. (N) I, II year shall not be less than 10 month.
- iii. The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

**5.0 Criteria for selection**

- 5.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 5.2 Admission shall be based on merit of qualifying examination.
- 5.3 Candidate shall be medically fit.

**6.0 COURSE COMMENCEMENT.**

- 6.1 The Commencement of the course first year Post Basic Nursing B.Sc. (Nursing) shall start during the periods of July/august of every year.
- 6.2 Vacation shall be granted to the students as per Indian Nursing Council guideline.

**7.0 EXAMINATION**

- 7.1 The medium of instruction and examination shall be English throughout the course of the study.

**7.2 Scheme of Examination****Post Basic B.Sc. (Nursing) I Year**

S.N.	Subject	In Ass. Marks	Ext. Ass Marks	Total Marks	Duration (In Hr.)
<b>A. Theory</b>					
1	Nursing Foundation	15	35	50	2
2	Nutrition & Diabetics	15	35	50	2
3	Psychology	25	75	100	3
4	Biochemistry & Biophysics	25	75	100	3
5	Microbiology	25	75	100	3
6	Maternal nursing	25	75	100	3
7	Child health nursing	25	75	100	3
8	Medical & surgical nursing	25	75	100	3
9	English(Qualifying)*	25	75	100	3
<b>B. Practical</b>					
1	Medical & Surgical Nursing	50	50	100	-
2	Maternal Nursing	50	50	100	-
3	Child health nursing	50	50	100	-

**Post Basic B.Sc.( Nursing) II Year**

S.N.	Subject	In Ass. Marks	Ext. Ass Marks	Total Marks	Duration (In Hr.)
<b>A. Theory</b>					
10	Sociology	25	75	100	3
11	Community Health Nursing	25	75	100	3
12	Mental Health Nursing	25	75	100	3
13	Introduction to Nursing Education	25	75	100	3
14	Introduction to Nursing Administration	25	75	100	3
15	Introduction to Nursing Research & Statistics**	50	-	50	2
<b>B. Practical</b>					
4	Community Health Nursing	50	50	100	-
5	Mental Health Nursing	50	50	100	-
6	Research Project	50	-	50	-

\*Qualifying examination of college level not university level.

\*\*College examination not University examination.

**7.3 University Examination**

The examinations shall be held as per Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

**8. Clinical Postings:**

During first year to Second year, there will be clinical postings according to master rotation plan in the different clinical areas of hospital & community.

**9. CRITERIA FOR PASSING**

9.1 Minimum passing marks shall be 50% in each of the theory (i.e internal assessment and university examination taken together) and practical (i.e internal assessment and university examination taken together) papers separately.

9.2 A candidate has to secure minimum 33% in qualifying subject (English) for passing.

9.3 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

9.4 If a candidate fails in any number of subjects in main examination he/she will be considered as supplementary candidate in subsequent examination.

9.5 Grace marks up to a maximum of 5 marks may be awarded to students who have failed in two subjects but passes in all other subjects. However the total marks obtain should not be altered.

**10. Distribution of Marks:**

The distribution of marks shall be as prescribed in the Scheme of Examinations approved by the Board of Studies/Academic Council of the University.

**11. Pass Percentage and Gradation/Division:**

I. The student who secures 50% marks in aggregate with a minimum of 50% in theory including orals and a minimum of 50% marks in practicals/ clinicals shall be declared to have passed.

II. The student who secures 60% or more of the total marks in aggregate will be declared to have passed with 'First Division'.

III. The student who secures less than 60% of the total marks in aggregate will be declared to have passed with 'Second Division'.

IV. The student who secures 75% marks or above in a subject shall be declared to have passed with 'First Division Distinction' in that subject, provided he passes in all the subjects of the relevant professional examination in the first attempt.

V. The student who completes the course in minimum period and passes each examination in the first attempt obtaining not less than 75% marks in each subject of every examination, shall be awarded degree of Bachelor of Science in Nursing with distinction in subject/s concerned.

VI. The student who secures less than 50% marks either in theory including orals or in practical/clinical or both shall be declared to have failed.

VII. The student must secure a minimum of 40% marks in subsidiary subjects.

**12. Setting of Question Papers:**

The examiner(s) will set the question papers as per criteria laid down in the Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

**13. Eligibility to Appear in the Examinations:**

The following regular students shall be eligible to appear in the examination:

i. The student should bear a good moral character.

ii. The student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical of the each subject for appearing in the examination.

- iii. The student must have 100% attendance in each of the practical areas before award of degree.
- iv. A deficiency in the attendance, both in theory and practical may be condoned by the Principal of Nursing up to 5%.
- v. The student must secure at least 50% marks of the total marks fixed for internal assessment in each subject, separately.
- vi. The student, who fulfils the conditions laid down under (i) to (iii) above for one or more subjects and not for the other(s), will be allowed to take examination only in such subject(s) in which he fulfils the conditions.

#### 14. Exemption from Attendance:

- 1. The students who voluntarily donate blood to Blood Bank may be given the benefit of attendance of all period of that day.
- 2. The students who are appearing in First, Second & Third Supplementary examinations may be exempted from attending theory classes, practicals and demonstrations.
- 3. The student may be given benefit of maximum 21 days of attendance on account of his/her participation in University or Inter-Collegiate Sports Tournaments/ Youth Festivals, NCC/NSS Camps/University Educational Excursions, Mountaineering Courses; and maximum 30 days for participation in Inter-University Sports Tournaments/ Youth Festivals; Provided that he/she has obtained prior approval of the Direct or Principal, Faculty of Nursing on the recommendation of the concerned Head of the Department; Provided further that credit may be given only for the days on which lectures were delivered or tutorials or practical work done during the period of participation in the aforesaid events.

#### Time to Forward the List of Students Eligible to Appear in the Examination:

The Dean/Director, Faculty of Nursing shall send the list along with the examination admission forms of those students who satisfy the eligibility criteria to appear in the examinations to the Controller of Examinations as per schedule of examination circulated by the Controller of Examinations each year.

#### Internal Assessment:

The Internal Assessment shall be as given in the Scheme of Examination as approved by the Board of Studies/Academic Council.

- I. Internal Assessment should be submitted to the Controller of Examinations at least two weeks before the commencement of theory examinations.
- II. Internal Assessment shall be awarded on the basis of student's participation in learning process (class tests, assignment, pre-university examination, attendance, extra-curricular activities, etc.) as prescribed in the Scheme of Examinations as approved by the Board-of Studies/Academic Council.
- III. The concerned teacher shall maintain and preserve the Internal Assessment record of each student, which should be made available for inspection to the student concerned as well as university authorities whenever demanded.
- IV. The re-appear/fail students may be re-assessed, if they so desire, next time for the purpose of improvement of internal assessment, otherwise their previous score of assessment will be carried forward.

#### Promotion to Higher Class:

- I. A student who has passed the lower class examination shall be eligible to higher class examination.
- II. A student failing in more than four subjects in first year class will not be promoted to 2<sup>nd</sup> year class, however, student must pass each paper in 3 attempts including first attempt.

- III. A student who fails in the lower examination may be allowed to attend the next higher class but he/she will not be allowed to appear in the examination of the higher class till he/she passes in all the subjects of lower class.
- IV. If the student fails in either theory or practical papers he/she has to re-appear both the papers (Theory and practical).

#### **Re-appear/Fail Cases:**

The re-appear/fail students will be allowed to appear in the supplementary examinations.

#### **Migration:**

A student who has passed his first year of Post Basic (Nursing) examination from any Nursing College/Institute may be permitted to migrate from one College/Institute to another under the following conditions:

- I. The student has to apply for migration to the University within two months from the date of declaration of his/her first year Post Basic B.Sc. (Nursing) result.
- II. The applicant student will be permitted to migrate if a vacant seat is available in the College/Institute where, he/she wants to migrate.
- III. The applicant's total aggregate marks should not be less than the lowest marks obtained by a student of the college to which the migration is sought. This will be applicable only to the applicants seeking inter-University migration.
- IV. The applicant must submit 'No Objection Certificate' from the Principals/Directors of both the Colleges/Institutes from which migration is sought and the college to which migration is sought.
- V. Notwithstanding anything contained in the above rules, if an applicant does not fulfill any of the conditions given above, the Vice-Chancellor may allow a student to migrate under exceptional circumstances to another college.

#### **Examination Fee and Date for Receipt of Examination Forms:**

- I. The student will pay examination fee as prescribed by the University from time to time.
- II. The schedule for the receipt of examination forms and fees shall be fixed by the Vice-Chancellor from time to time.

#### **Discharge from the Course:**

- I. The student, who does not clear the First Professional examination within three years from the date of admission, shall be discharged from the course.
- II. The maximum period to complete the course successfully should not exceed 4 years.

#### **Grace Marks:**

- I. Maximum of five grace marks can be awarded to a student in theory papers only in one academic year.
- II. Grace marks can be awarded in a maximum of three papers only in an academic year. He/she should be pass in other papers.
- III. If the student fails in one paper, he/she can be awarded a maximum of 04 grace marks only.
- IV. After the award of grace marks, the student should be pass in all the papers.

#### **Evaluation:**

The answer books will be evaluated as prescribed in the Scheme of Examinations.

#### **Re-checking/Re-evaluation of Answer Books:**

Re-checking/re-evaluation of answer books shall be governed by the provisions of Clause 5.18 of First Ordinance of the University.

**Practical Examinations:**

The practical examinations shall be conducted as prescribed in the Scheme of Examinations.

**Appointment of Examiners:**

The examiners will be appointed as per the following guidelines of the Indian Nursing Council with the approval of the Vice-Chancellor.

- I. An internal examiner should be a lecturer or above in a college of nursing with M.Sc. Nursing in concerned subject and minimum of 3 years of experience.
- II. External examiner should be a lecturer or above in other university with M.Sc. Nursing in concerned subject and minimum of 5 years of experience.
- III. One external and one internal examiner should jointly conduct practical examination for each student.
- IV. External examiners shall not be from the same university and preferably be from outside the state/ University.
- V. External examiners shall rotate at an interval of 2 years.
- VI. In case the suitable examiner is not available, the Vice-Chancellor can relax the experience.

**Declaration of Results:**

- I. Results shall be declared as early as possible after the conclusion of each examination, but not later than the start of teaching for the next academic session.
- II. The successful students of the 1st and 2nd year examinations will be issued Detailed Marks Card.
- III. The failed students will also be issued Detailed Marks Cards.
- IV. The student whose result is declared late without any fault on his/her part may be allowed to attend the classes for the next higher Phase/Semester provisionally at his /her own risk and responsibility, subject to his /her passing the concerned Professional examination. In case, the student fails to pass the concerned examination, he/she will be governed by the Clause 15 of these regulations.

**Clinical Training**

All the candidates shall complete 1665 teaching hours in Clinical Training during the course.

**Internship of the Students of DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE:**

All the students of Dr. A.P.J. Abdul Kalam University, Indore will complete their internship in their parent college Hospital. In some exceptional circumstances, a student may be permitted to complete his internship in another affiliated college subject to consent of Principals of both the colleges and No Objection Certificate from the University. This would be allowed only if a seat is vacant in the college in which the student wants to complete his/her internship. The students will not be allowed to do their Internship in a Civil Hospital.

**General**

Not with standing the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student join the course shall hold good only for the examination held during or at the end of the academic year.

\* The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 27 of 2015****BACHELOR OF ARCHITECTURE 5 YEAR, DEGREE COURSE (B. Arch)****Statutory Body: AICTE**

This ordinance shall be applicable to candidate admitted for Bachelor of Architecture (B. Arch) degree & shall be governed by rules and regulation given by council of Architecture New Delhi.

- 1.0 The first degree in Architecture of five-year (Ten semesters) course, hereinafter called 5-YDC, shall be designated as Bachelor of Architecture (B.Arch.)

**2.0 ADMISSIONS**

Admission of students to the Architecture Course under the faculty of Architecture will be governed by the following regulations.

- 2.1 The minimum qualification for admission to the first year B.Arch. course shall be qualifying Higher Secondary School Certificate Examination (10+2) with physics, chemistry and maths conducted by the M.P. Board of Secondary Education or any other Board or University, recognized equivalent by the State Government of Madhya Pradesh with minimum of 45 % marks in aggregate and Mathematics as one of the subjects (5% will be relaxed for SC/ST/ other categories).
- 2.2 Candidates who have qualified the diploma course in any branch with 45% marks in aggregate from M.P. Board of Technical Education, Bhopal or any equivalent board recognized by AICTE shall also be eligible for admission to the third semester of B.Arch. course. The admissions to B.Arch. course shall be governed by the rules of the Technical Education Government of Madhya Pradesh Bhopal.
- 2.3 Candidate who have qualified the National Aptitude Test in Architecture (NATA) Conduct by council of Architecture will only be eligible for admission
- 2.4 Admission procedure will be as per decided of Board of Management of University.
- 2.5 The fees of course shall be decided by board of Management of University and number of seats will be as per statute 28.

**3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION. OF DEFICIENCIES**

As per Ordinance No. 5

**4.0 DURATION OF COURSE**

- 4.1 There shall be at least Sixteen weeks of teaching in every semester.
- 4.2 One hour of conduct of Lecture (L) / Tutorial (T) / Practicals (P) shall normally be equal to one credit as shown in the schemes.
- 4.3 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 4.4 A candidate will not be promoted to group (B) [4th to 5th Year] until and unless he passes in group (A) [1<sup>st</sup> to 3<sup>rd</sup> year].
- 4.5 The maximum duration of the course shall be Nine Years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reason.



- 4.6 A candidate will not be promoted to next higher class if he fails to pass core subject (Design & Building construction).

## 5.0 MERIT LIST

- 5.1 Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the tenth and final semester for B.Arch. degree, on the basis of the integrated performance of all the five years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

## 6.0 ATTENDANCE

As per Ordinance No. 4 Part-II of clause 9(i).

## 7.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 7.1 The medium of instruction and examination shall be English throughout the course of study.
- 7.2 The subjects to be studied in different semester of Bachelor of Architecture shall be as per the norms of statutory body schemes, approved by the Board of Study of the UNIVERSITY.
- 8.0 Notwithstanding anything, stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
- 9.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

## ORDINANCE

**No. 28 of 2015**

## **FIVE & HALF YEAR INTEGRATED PROGRAMME IN ENGINEERING/TECHNOLOGY/PHARMACY AND MANAGEMENT**

**Statutory Body: AICTE**

- 1.0 This ordinance shall be applicable to candidate admitted for Integrated Programme.
- 1.1 Five & half year integrated Course in Engineering/Technology/Pharmacy and Management leading to Masters Degree in Management (in the respective discipline), and shall be abridged as MTM (Master of Technology Management) for Engineering/Technology and MPM (Master of Pharmacy Management) for Pharmacy.
- 1.2 The candidate shall become eligible for the B.E./B.Tech. or B. Pham Degree after successful completion or 8<sup>th</sup> semester (for Engineering/Technology and Pharmacy) on successful completion of bachelor level course, in accordance with provision of this ordinances. However both the degree shall only be awarded after successful completion of the five and half year Integrated Course.
- 1.3 The MTM/MPM degree shall be awarded on successful completion of each of the following:
- Bachelor degree in Engineering / Tech/Pharmacy.
  - Credits in Managements subjects from semester 3 to 5 for Engineering/ Technology and Pharmacy along with bachelor degree curriculum.
  - Credits in management subjects at 9<sup>th</sup>, 10<sup>th</sup> semester for Engineering / Technology/Pharmacy.
  - 6 Months internship in the respective discipline, in 11<sup>th</sup> semester for Engineering/ Technology /Pharmacy, as the case may be.
- 1.4 The studies and examinations of MTM/MPM courses shall be on the basis of Marks-Cum-credit system but semester wise and final evaluation shall be by grading system, broadly, in accordance with the Ordinance No. 05 "Credit Based Grading System".

**2.0 ADMISSIONS**

- 2.1 Minimum qualification for admission to the first year of this course shall in accordance with the provision of University ordinances for the respective bachelor degree courses, i.e. 12, 13 for MTM, MPM courses, respectively.
- 2.2 Lateral entry and/or transfer of candidates from other courses shall not be permitted at any stage of this course.
- 2.3 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.
- 2.4 Selection for these courses shall be at the stage of, 3<sup>rd</sup> Semester for MTM/MPM. The selection shall be on the basis of merit of 1<sup>st</sup> year result of the respective branch/course for MTM/MPM.

**3.0 EXAMINATIONS**

- 3.1 MTM/MPM course shall be divided into 11 semesters. Each semester would be approximately of six months duration including vacation / preparatory leave / examination/ Industrial training etc.
- 3.2 The subjects to be studied in different semesters of the course shall be as per the schemes and syllabi, approved by the respective Board of Studies.
- 3.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subject, Supplementary examination will not be conducted separately.
- 3.4 The semester examination will generally be held in Nov.-Dec. and April-May in each Year.

**4.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

A candidate who has been admitted in the MTM/MPM will be promoted to the higher class in accordance with the following rules;

- 4.1 A candidate who has taken admission in odd semester of a particular year will automatically be promoted to even semester of the year irrespective of failing in any number of subjects of previous semester.
- 4.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 4.3 To pass a particular subject of the programme the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from out side the institute shall always be there.
- 4.4 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 4.5 Before admission into 9<sup>th</sup> semester for MTM/MPM candidate should have fully cleared all the 8th semesters for MTM/MPM, with CGPA of at least 5.0
- 4.6 The result of 11th and final semester for MTM/MPM, shall be declared only if the candidates has fully cleared all the previous semesters with CGPA of 5.0
- 4.7 If a candidate has passed all the subjects of the course but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 4.2 and 4.6 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory/practical subjects chosen from subjects of any of the semesters (other than 1<sup>st</sup> year for MTM/MPM) in the ensuing examination.
- 4.8 Other than the provision of rule 4.7 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

**5.0 CONDONATION OF DEFICIENCY**

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one t mark, on behalf of the Vice-Chancellor in the MTM/MPM.

**6.0 AWARD OF DIVISION**

- 6.1 Division shall be awarded only after the final semester examination (11<sup>th</sup> for MTM / MPM) based on integrated performance of the candidate for all the five years as per following details

CGPA Score	Division
7.5 $\leq$ CGPA	First Division with Honours
6.5 $\leq$ CGPA < 7.5	First Division
5.0 $\leq$ CGPA > 6.5	II Division

- 6.2 The Conversion form grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

Percentage marks scored = CGPA Obtained x 10

**7.0 DURATION OF PROGRAMME**

- 7.1 There shall be at least fourteen weeks of teaching in every semester.
- 7.2 One hour of conduct in Lecturer (L) Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 7.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 7.4 The maximum duration of the course shall be 08 Years for MTM/MPM.
- 8.0 MEDIUM OF INSTRUCTION.**
- The medium of instruction and examination shall be English throughout the programme of study.
- 9.0 Notwithstanding anything, stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 29 of 2015****BACHELOR OF LAW (LL.B.)****Statutory Body: Bar Council of India (BCI)**

The Ordinance framed as per rules/ guidelines/ norms laid down by Bar Council of India, shall be applicable to candidates for Bachelor of Law (LL.B) degree.

**1.0 ADMISSION:**

- 1.1 The qualifying examination for candidates in Law shall have obtained 45% marks at Bachelor level. The admission will be on merit basis and other qualification as decided by Board of Management of University for SC & ST the minimum percentage for admission will be 40 % To determine the merit for admission of such candidates who have secured equal marks in the qualifying examination, the percentage of marks secured by the candidate at the intermediate or equivalent examination will be the determining factor of merit for admission.

If the marks obtained at the intermediate or equivalent examination by two or more candidates are the same, in that case the candidates senior in age will get preference in the merit list. Admission criteria shall be as per BCI norms.

**Eligibility:**

- 1.2 A candidate who after having passed the final examination for the Bachelor's degree in Arts, Science, Commerce, Agriculture, Engineering, Medicine or Veterinary & Animal Husbandry of the University or degree of any other University recognized by the University as equivalent thereof shall be admitted to the programme. The fees for each course shall be decided by Board of Management of University, the Number of seats in each course will be as per Statute 28.

**Duration of Course:**

- 1.3 Minimum duration of course 3 years and maximum duration of course 6 years.

**2.0 Examination:-**

- 2.1 There shall be the following three examinations for the Degree of Bachelor of laws, viz:-

- 1) LL.B (Part - I) Examination 1st & 2nd Semester
- 2) LL.B (Part - II) Examination 3rd & 4th semester
- 3) LL.B (Part - III) Examination 5th & 6th semester

- 2.2 Examination of a course of study for one academic year means at least 75 % attendance of the lectures and tutorials held in an academic session. The deficiency in attendance, if any, in the case of a student, may be condoned in accordance with the provisions of ordinance of the University in this behalf. The strength as a section in a law class shall as per BCI permission.

- 3.0 Rules for Promotion to the next semester and higher class of 3YDC:

**(i) From Odd semester to even semester:**

A candidate who has appeared in the odd-semester of any particular year shall be promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

**(ii) From Even semester to odd semester:**

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:-

- a) ATKT of two papers (Theory and/or Practical) for his promotion from Second Semester of LL.B. First Year to Third Semester of LL.B. Second Year.
- (b) ATKT of four papers (Theory and/or Practical) (inclusive backlog of two papers of LL.B. First Year) for his promotion from Fourth Semester of LL.B. Second Year to Fifth Semester of LL.B. Final/Third year.
- (iii) The minimum passing marks in each paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.
- (iv) A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 50% or more marks. A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university, for any purpose whatever.

#### 4.0 Ex-studentship:

Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex-student of LL.B. First Year, LL.B. Second Year and LL.B. Third/Final Year as under:

- (a) Ex student in LL. B. First Year- If he carries backlog of three or more papers in First and/or Second Semester of LL. B. First Year.
- (b) Ex-student in LL. B. Second Year - If he carries backlog of three or more papers in Third and/or Fourth Semester of LL.B. Second Year.
- (c) Ex-student in LL. B. Third/Final Year - If he carries a backlog of any paper in Fifth and Sixth Semester of LL. B. Third/Final Year.

5.0 A candidate failing in aggregate in any semester and carrying any semester by reason thereof in LL.B First Year, LL.B. Second Year and/or LL.B. Year or after the declaration of his result of Sixth Semester of LL.B. Third/Final Year shall also be deemed to be, an Ex-student. He shall be entitled to pass the, backlog of semester for passing in aggregate. Maximum duration of course shall be six years.

6.0 Revaluation of answer books shall be allowed as per provision of ordinance No. 6 of University.

7.0 The subjects and papers for each year of LL.B. shall be prescribed by the Faculty of Law on the recommendations of the Board of Studies.

8.0 If not provided otherwise the candidates will have to pass separately in written papers and practical.

9.0 The minimum passing marks in each years examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidates for the LL. B. degree will be assigned at the end of Final Year Examination on the basis of the aggregate. The total marks obtained by him at the LL. B. First Year; Second Year and Final Year Examinations i.e. all Six Semesters as under:

First Division 60 percent or above of the aggregate marks if

Second Division 50 percent or above of the aggregate marks

Note (i) No third division shall be awarded

(ii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL.B degree course in First Division with distinction.

(iii) V.C. Grace mark as per rule can be awarded.

- 10.0 Candidates appearing for the LL.B. Examination shall have the option of answering questions through the medium of Hindi (Devnagri Script) or English.
- 11.0 In order to be successful in any of the LL.B part I the LL.B part II and the LL.B part III examination an examination must obtain at least 40% marks in each theory paper as also separately than tutorial work, practical Training etc. besides obtaining at least 50% marks in the aggregate of all theory papers and tutorial work & practical Training etc.
- 12.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
- 13.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

### **DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**

#### **ORDINANCE**

**No. 30 of 2015**

#### **BACHELOR OF EDUCATION (B.Ed.)**

**(Two Year Degree Course)**

#### **Statutory Body: National Council for Teacher Education (NCTE)**

The Ordinance governed by rules / guidelines/ norms laid down by NCTE, shall be applicable for the award of Bachelor of Education Program generally known as (B. Ed) & shall be:

#### **1.0 Duration:**

The duration of Degree of Bachelor of Education of the University shall spread over two academic year or four semesters. Which can be completed in a maximum of three years from the date of admission to the program as per NCTE norms.

#### **2.0 Eligibility:**

Candidate with at least fifty percent marks either in the bachelor degree and / or in the master's degree in Science / Social Science/ Humanity, Bachelor in Engineering or Technology with specialization in Science and Maths with 55% marks or any other qualification equivalent thereto, are eligible for admission to the program.

The reservation and relaxation for SC /ST/OBC/PWD and other categories shall be as per the rules of state govt.

Provided that the Vice Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral or both for selection of candidates for admission to the B.Ed. class in Colleges or in Teaching Department of University, as deemed necessary.

Provided further that in the case of untrained teachers in Government schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by para 2 above may be relaxed by the Vice Chancellor, on the recommendation of the Director /Principal of the institution concerned. The fees for each course shall be decided by Board of Management of University and the Number of seats in each course will be as per Statute 28.

Provided further that all norms laid down by NCTE and that of State Government shall be followed.

#### **3.0 Working Days**

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission.

- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which A physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

**4.0** Candidates intending to present themselves at the examination shall submit through the Principal/HOD of the College/UTD, their applications on prescribed forms, so as to reach the Registrar by the date fixed for the purpose, together with the fees as required by the rules in force for the time being and produce the following certificates from the Principal/HOD of the college/UTD, viz: Certificates.

- (i) Of good conduct.
- (ii) Of fitness to appear at the examination.
- (iii) Of having completed regular course of study by attending at least the minimum number of classes/ practices as required by para 3 above.

**5.0 Curriculum Transaction**

- (a) Practical work to be performed by each student

Item	Essential (Numbers)
(a) Lesson planning and teaching in real school situation including internship	Thirty lessons - fifteen lessons in each teaching subject
(b) A Lesson planning and teaching in simulated situation	Ten lesson - five lessons in each teaching subject
© Observation of lessons taught by fellow students	Ten lessons - five lessons in each teaching subject
(d) Action Research Project	1 (One)
(e) Stand alone experience of school organization	Two days
(f) Field- specific community experience	Five days

**(b) Supervision of Practice lesson**

Out of prescribed practice teaching lessons atleast 50% lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained.

**6.0 (a) The examination shall consist of two parts, namely:-**

- (i) Part I - Theory
- (ii) Part II - Practical and sessional.

(b) The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.

- (c) (i) The written part of the examination shall be held in the month of April every year  
Actual date of commencement of examination will be notified by the Registrar in advance.

(ii) The practical part of the examination shall be arranged by the Principal or the Head of the Department of Education, as the case may, before the written examination by such date as may be directed by the Registrar from time to time.

(d) Practical & sectional work shall be as per decision of Board of Management of the University

#### 7.0 Division

(a) First Division with Honors: 75% and above.

(b) First Division: 60% and above but below 75%.

Second Division: 50% and above but below 60%

(c) An examinee obtaining 75 % or more marks in the aggregate in theory and practically sessional combined shall be given distinction, The University is free to take any decision, which is not covered by the ordinance c as per needs.

8.0 The Principal/HOD of a College/UTD providing courses of B.Ed. degree shall send the statement of marks obtained by the students of his college in theory & practical to the Registrar

#### 9.0 Supplementary of Examination is

(a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next three attempts immediately

(b) An examinee who after having appeared in the examination but fails in not more than two papers and by not more than three marks but secures the minimum aggregate marks prescribed for a pass shall be entitled to a grace up to three marks in order to pass the examination.

10.0 The Vice Chancellor may condone the deficiency of one mark in case a candidate failing or missing a division by one marks subject to the condition that that where the deficiency of one mark is so condoned it shall nowhere be added.

11.0 The Registrar of University shall as soon as possible after the examination but not later than the 60th day from the date which the theory examination was completed publish the results of the examination by announcing the roll nos. and names of successful candidates.

12.0 In the notification declaring results of the examination names 'often successful candidates who secure First division separately in each of part of examination shall be arranged in order of merit.

13.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.

#### 14.0 Legal Jurisdiction

All matters of any dispute shall be limited to Indore court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.



**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**  
**No. 31 of 2015**  
**BACHELOR OF PHYSICAL EDUCATION (B.P.Ed.)**  
**(TWO YEAR DEGREE COURSE)**

**Statutory Body: National Council for Teacher Education (NCTE)**

The Bachelor of Physical Education (B.P.Ed.) programme is a professional programme meant for preparing teachers for physical education in classes VI-X and for conducting physical education and sports activities in classes XI-XII. The B.P.Ed Programme shall be of duration of two academic year or four Semesters. However, the students shall be permitted to complete the programme requirements within a maximum of three years from the date of admission to the programme.

There shall be at least 200 working days per year exclusive of admission and examination etc. The institution shall work for a minimum of 36 hours in a week (five or six days week.)

**1.0 Eligibility:**

1.1 Bachelor's degree in any discipline with 50% marks and having at least participation in the inter-College/ Inter-Zonal/ District/ School competition in sports and games as recognized by the AIU/IOA/ SGFI/ Govt. of India.

Or

1.2 Bachelor's degree in physical education with 45% marks.

Or

1.3 Bachelor's degree in any discipline with 45% marks and studied physical education as compulsory/ elective subject.

Or

1.4 Graduation with 45% marks and at least three years of teaching experience (for deputed in-service candidates i.e. trained physical education teachers/coaches).

Or

1.5 Bachelor's degree with participation in international competitions or secured 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> position in National/Inter-National/ Inter-University competition in sports and games as recognized by respective federations/AIU/IOA/ SGFI/ Govt. of India.

Or

1.6 Bachelor's degree with 45% marks and having participated in National/ Inter-University/State competitions or secured 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> position in inter-College/ Inter-Zonal/ District/ School competition in sports and games as recognized by the AIU/IOA/ SGFI/ Govt. of India.

The Reservation to SC/ST/OBC and other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**2.0 Admission Procedure:** Admission shall be made on merit on the basis of marks obtained in the entrance examination or any other selection process as per the policy of the University.

**3.0** The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. Intake of the programme shall be as per NCTE norms.

**4.0** Successful candidate who obtain 60% or more of the aggregate shall be placed in the first division and First Division with Honors 75% and above. Those obtaining less than 60% but not less than 50% will be placed in the Second division. Candidates obtaining less than 50% will be declared failed.

**5.0** The details of courses will be decided by Board of Management on the recommendation of Board of Studies & Academic Council time to time.

**6.0** Regarding Attendance, merit list, condonation of deficiency etc will be as per Ordinance of University from time to time for this purpose.

**7.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.

**8.0 Legal Jurisdiction:** All matters of any dispute shall be limited to Indore court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 32 of 2015****MASTER OF PHYSICAL EDUCATION (M.P. Ed.)****Statutory Body: National Council for Teacher Education (NCTE)**

This Ordinance framed as per rules/ regulations/ guidelines laid down by NCTE shall be applicable to candidates admitted to Master of Physical Education (M.P. Ed.)

**1. ADMISSION:-**

Candidate who have obtained at least 50% marks in the B.P. Ed. Degree / or Bachelor of Physical Education (BPE), B.Sc. degree in Health and Health Education are eligible for admission.

**General Level of Physical Efficiency**

2. The Duration of Course will be 2 Academic years or spread to 4 semesters. However, the students shall be permitted to complete the programme within a maximum period of three years. There shall be at least 200 working days in each academic year/ one hundred working days in each semester exclusive of period of examination and admission etc. The institution shall work for a minimum of thirty six hours in a week (five or six days a week) during which physical presence in the institution of all the teachers and teacher educators is necessary to ensure their availability for advice, guidance, and consultation, as and when needed.
3. The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The number of seats in each course will be as per Statute 28.
4. For both the previous and final examination a candidate will be declared successful if she/he obtains at least 50% of the aggregate mark in all subjects. The examinee must pass separately in both theory and practical. No division will be assigned for the result of the previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both the M.P.Ed. Previous & Final Exams.
5. Successful candidate who obtain 60% or more of the aggregate shall be placed in the first division and First Division with Honors 75% and above. Those obtaining less than 60% but not less than 50% will be placed in the Second division. Candidates obtaining less than 50% will be declared failed.
6. The details of courses for 2 year M.P. Ed. will be decided by Board of Management on the recommendation of Board of Studies & Academic Council.
7. The other rules regarding attendance, examination, etc maximum duration of course will be as per Ordinance of University from time to time for this purpose. Provided further that all the norms laid down by NCTE and Govt. of MP shall be followed.
8. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the if even of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.
9. **Legal Jurisdiction**  
All matters of any dispute shall be limited to Indore court only. The University reserves "the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
10. The Reservation to SC/ST/OBC/PWD and other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 33 of 2015****BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

This Ordinance shall be applicable for the award of Bachelor of Business Administration, (BBA) degree

**1.0 Admission**

Candidates seeking admission to the first year of Bachelor of Business administration Course shall be required to have passed the Higher Secondary Examination (10+2) of M.P. Higher secondary Board or an examination recognized equivalent thereto.

Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list.

**2.0 Course Structure**

The course structure and detailed syllabus shall be finalized by Board of Management on the Proposal of Board of Studies and the faculty from time to time.

**3.0** The fees for each course shall be decided by Board of Management of University in consultation with the MPPURC. The Number of seats in each course will be as per Statute 28.

**4.0** The Duration of Course will be 3 years, spread to 6 semesters and the maximum duration of course will be 6 years.

**5.0 Examinations**

Promotion to higher semester award of credits and grades, division and condonation of deficiencies as per ordinance no. 5.

**6.0 Scheme of Evaluation**

As per decision of Board of Management on the recommendation of Board of Studies.

**7.0 Field Study**

Every student of BBA Programme on his/her exposure through Industrial other related activities as assigned by Principal /Head of the Department of the institute, the student should submitted study report to Head of Department between 20 to 30 pages.

**8.0 Evaluation of Field Study Report**

The Field Study Report shall be valued by the Examiner appointed by the University.

**9.0 Comprehensive Viva-Voce**

There will be a comprehensive Viva-Voce at 6<sup>th</sup> Semester to the student's over all progress and performance based on the subject as well as field study.

The comprehensive Viva-Voce shall be concern to the institute as notified by the university with the help of the Examiners/Experts appointed by the university for the purpose from the panel of External Examiners recommended by the examination committee. The marks awarded to student on this score shall be on the record of the concerned college/Institute and forward to the Registrar for incorporation in the final result of the student.

**10.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**11.** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 34 of 2015****BACHELOR OF COMMERCE (B.Com) 3 YEAR COURSE**

- 1.0** This Ordinance shall be applicable for the award Bachelor of Commerce (B.Com Plain, B.Com with Computer Application and B.Com Taxation) degree.
- 2.0 Admissions**  
Candidates seeking admission to the first year of Bachelor of Commerce Course shall be required to have passed the higher Secondary Examination (10+2) with Science and Commerce as a main subject of M.P. Higher secondary Board or an examination recognized equivalent thereto. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list.
- 3.0** The fees for each course shall be decided by Board of Management of University in consultation with the MPPURC. The number of seats in each course will be as per Statute 28.
- 4.0** The Duration of Course will be 3 years spread to 6 semesters & maximum course duration will be six years.
- 5.0 Examinations**  
Promotion to higher semester, award of credits and grades, division and condonation of deficiencies as per ordinance No. 5
- 6.0** The Scheme of courses study and scope of courses study and scope of studies of various subjects of B.Com examinations shall be as prescribed by the university from time to time and printed in the prospectus conceded.
- 7.0** Notwithstanding anything stated, in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
- 8.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 35 of 2015****BACHELOR OF ARTS (B.A.) 3 YEAR DEGREE COURSE**

This Ordinance shall be applicable to candidates admitted to For Bachelor of Arts (B.A.) Degree: BA Plain, BA with computer application.

**1.0 ADMISSION**

Candidates seeking admission to the first year of Bachelor of Arts Course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board or an examination recognized equivalent there to Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit.

**2.0** The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.

**3.0** The Duration of Course will be 3 years spread to 6 semesters & maximum duration of course will be six years.

**4.0** Examinations: Promotion to higher semester award of credits and grades, division and condonation of deficiencies as per ordinance no. 5.

**5.0** Every candidate for the B.A. examination shall be examined in

(a) Compulsory subject: Foundation Course

(b) Any three of the following subjects.

A student shall be allowed to offer any one group from any of these groups.

(1) Hindi Special or Urdu Special, Criminology, Mathematics

(2) Political Science, Psychology, Philology, Linguistics

(3) Economics, English Special, Sociology or math's

(4) History, Philosophy, Music, Anthropology.

(5) A Sociology, Ancient Indian History, Education

(6) Geography, Hindi Special or English Special, Political Science

(7) Home Science or Sociology, Political Science, Economics

(8) Sanskrit/Persian, Economics, Political Science

(9) Political Science, Sociology, Economics

(10) Political Science, Economics, Sociology or Maths

(11) History, Sociology, Geography

(12) History, Sociology, Computer

Other subject combinations can be framed after proper approval of Academic Council & Governing Body of the University.

**6.0** The scope of studies of part I, II and III examination shall be as prescribed by the University / Central Board of Studies in the syllabus from time to time and printed in the prospectus for the examination concerned.

**7.0** Minimum attendance should be 75% in each semester.

**8.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**9.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 36 of 2015****MASTER OF ARTS (M.A.)**

This Ordinance shall be applicable to candidates admitted to Master Of Arts (M.A.) degree.

**1.0 ADMISSION**

- (a) A Candidates is eligible for admission for M.A. course, if he/she has passed Bachelor Degree of this University or any other recognized University.
- (b) A candidate while, after taking his Bachelor's degree of the university or of any recognized statutory university in India, has completed a regular course of study in the department of the university of a college in the subject in which he offers himself for examination, for one year, shall be admitted to the examination for the degree of Master of Arts Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list.

**2.0 The subject of the examination shall be one of the following:-**

(i) English Literature (ii) Hindi Literature (iii) Economics (iv) Philosophy (v) Political Science (vi) History (vii) Ancient Indian History, Culture and Archaeology (viii) Sanskrit Literature (ix) Mathematics (x) Geography (xi) Sociology (xii) Psychology, (xiii) Business Economics (xiv) Music (xv) Public Administration (xvi) Rural Development (xvii) Social Work (xix) Foreign Language (xx) Drawing and Painting (xxi) Education. (xxii) Statistics.

Provided that Board of Management of University on the Recommendation of Academic Council can add more subject for M.A. degree course as per UGC norms.

- 3.0** The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The number of seats in each course will be as per Statute 28.
- 4.0** **Duration of Course** – Duration of Course will be 2 year spread to 4 semesters consisting M.A. Previous & M.A. Final year Examination and maximum duration of course will be 4 years.
- 5.0** **Examinations** – Promotion to higher semester award of credits and grades, division and condonation of deficiencies as per Ordinance No. 5
- 6.0** The other rules & regulation for Master of Arts in different subject will be as per ordinance exists in this University for obtaining degree.
- 7.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
- 8.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**  
**No. 37 of 2015**  
**BACHELOR OF SCIENCE (B.Sc.) THREE YEARS DEGREE COURSE**

This Ordinance is applicable to candidates admitted for B.Sc Degree (B.Sc. Plain, B.Sc. with computers, B.Sc. with pharmaceutical chemistry, B.Sc. Biotechnology, B.Sc. Microbiology, B.Sc. Electronics)

**1.0 Duration**

Degrees of Bachelor of Science shall be of 3 years duration & shall consist of Part I, II and III (final) and maximum duration of course shall be 6 years.

**2.0 Admission**

**(a) A candidate who, after passing**

(i) Higher Secondary Examination of a Board of Higher Secondary Education of a State in the Union of India

Or

(ii) Any other examination recognized by the University as equivalent thereto, has attended a regular course of study in constituent College or in the Teaching Department of the University for one academic year shall be eligible for appearing at the B.Sc. part I examination.

**(b) A candidate who, after passing (i) the B.Sc. part I examination of the University.**

Or

Any other examination equivalent to it conducted by any Board or University incorporated by law in force and has completed a regular course of study for one academic year in an constituent College in the Teaching Department of the University shall be eligible for appearing at the B.Sc. part II examination, provided that he offers same subjects as in B Sc. part I exam.

**(c) A candidate who has passed the B.Sc. part II of Three Y.D.C. of this University and has completed as a regular course of study for one academic year in a constituent college shall be admitted to the B.Sc. Part III (final) examination provided he offers the same subjects which he had offered at the B.Sc. Part II examination.**

**(d) A candidate who has passed the B.Sc. part II of Three Y.D.C. from any other Statutory University of the State, and has completed as a regular course of study for one academic year in a constituent college of this University will be admitted to the B.Sc. part III (Final) examination provided he offers the same subject as at the qualifying examination and the syllabus are almost identical and of the same standard.**

**(e) Besides regular students and ex-students and subject to their compliance with this Ordinance, Non-Collegiate students shall be eligible for admission to the examination as of Ordinance of the University for Examination**

**(f) The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.**

**3.0 Course for B.Sc**

**3.1 Every candidate appearing at the B.Sc. Part I examination shall be examined in:**

**(a) Foundation Course (Compulsory) for all students.**

**(b) Any one of the following combinations:**

(i) Physics, Chemistry, Maths

(ii) Physics, Chemistry or Statistics, Geology

- (iii) Physics, Maths, Statistics
- (iv) Physics, Chemistry and Military Science
- (v) Physics, Maths, Military, Science or Geology
- (vi) Physics or Chemistry, Botany, Zoology
- (vii) Physics or Chemistry, Botany, Geology
- (viii) Physics or Chemistry, Zoology, Geology
- (ix) Physics or Chemistry, Botany, Military Science
- (x) Physics or Chemistry, Zoology, Military Science
- (xi) Physics, Chemistry or Electronics, Maths
- (xii) Chemistry, Botany or Zoology, Environment
- (xiii) Physics, Computer Science, Maths
- (xiv) Pharmaceutical Chemistry, Chemistry, Botany
- (xv) Pharmaceutical Chemistry, Chemistry, Zoology
- (xvi) Microbiology, Chemistry, Zoology
- (xvii) Biotechnology, Botany, Chemistry
- (xviii) Biotechnology, Computer, Chemistry
- (xix) Electronics, Computer, Maths
- (xx) Electronics, Physics, Maths

Other subject combinations can be framed after proper approval of Academic Council & Governing Body of the University.

- 3.2 Every candidate appearing at the B. Sc. Part II and III (Final) shall be examined in General English or General Hindi

Any one of the following combinations:-

- (i) Physics, Chemistry and Mathematics
- (ii) Chemistry, Botany, Zoology
- (iii) Physics, Chemistry and Geology or Military Science
- (iv) Chemistry, Zoology, Geology or Military Science
- (v) Chemistry, Botany, Geology or Military Science

- 3.3 The candidates shall be required to offer the same combination of subjects at the B.Sc. Part III (Final) examination, as offered by them at the B.Sc. part II examination. The combination of subjects for the B .Sc. Part II class shall be from among the subjects offered by them at the B.Sc. part I.

Provided that a candidate may be permitted to offer Geology as one of the subjects for the B.Sc. Part II examination even if Geology was not one of his subject for the B.Sc. Part I examination. In such cases, the candidate shall be examined in the Geology paper prescribed for the B.Sc. part I examination in addition to the papers prescribed for the B.Sc. Part II examination and his result at Part II examination shall be declared only after he has passed in the paper prescribed for the Part I examination.

#### 4.0 Minimum Marks to Pass Examination & Results

(a) In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.

(b) In determining the result of the part III examination, total marks obtained by the examinees at their Part II and Part III (Final) examinations in each subjects and in the aggregate shall be taken into account. No division shall be assigned on the result of the B.Sc.



Part II examination. Provided that the marks obtained in General Hindi or General English B.Sc. Part II and III (Final) shall not be taken into account in determining the division of candidate at the B.Sc. Final Examination.

(c) Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 60% or more marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

(d) Any candidate who passed B.Sc. Part I examination of the University may be allowed to offer additional subjects of B.Sc. part I subject for qualifying for admission to Medical/Engineering colleges as the case may be at the next examination. If he secures the minimum pass marks in the subject as prescribed he shall be declared to have passed the examination.

- 5.0 The Scheme and Course for B.Sc. degree shall be (on the recommendation of academic Council) of the University.
- 6.0 The attendance, Examination etc will be as per Ordinance of this University for this Purpose.
- 7.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of the Committee consisting of any or all the Directors of the Schools. The decision of the Vice Chancellor shall be final.
- 8.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.F.J. ABDUL KALAM UNIVERSITY, INDORE**

**ORDINANCE**

**No. 38 of 2015**

**MASTER OF SCIENCE (M.Sc.) TWO YEARS DEGREE COURSE**

This Ordinance shall be applicable to Candidate admitted for the Master of Science Degree.

- 1.0 **Duration**  
Degrees of Master of Science shall be of 2 years duration and maximum duration of course shall be 4 years.
- 2.0 The examination for the degree of Master of Science shall consist of two parts:-  
(a) The Previous examination, and  
(b) The Final examination
- 3.0 **Qualification for Admission**  
(a) A candidate who, after obtaining the degree of Bachelor of Science of the University or any recognized University in India, has completed a regular course of study for one academic year in a Teaching Department of the University or in a constituent college of the University shall be admitted to the Previous Examination for the Degree of Masters of Science.  
(b) A candidate who, after passing the M.Sc. Previous examination of the University has completed a regular course of study for one academic year in a Teaching Department of the University or in a constituent college of the University, shall be admitted to the Final examination for the degree of Master of Science in the subject in which he has passed the previous examination.  
(c) A candidate who has passed the Previous examination for the Degree of Master of Science of another University may also be admitted to the Final Examination for the degree of Master of Science after obtaining necessary permission from the Vice-Chancellor provided that he had offered for his Previous examination a course of study of an equivalent standard with almost identical syllabus as is required for the Previous examination of this University and has attended a regular course of study for one academic year in a Teaching Department of the University or in a constituent college of the University.

(d) The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.

#### 4.0 Examination

(a) The examinations shall be by Theory and practical including Sessionals, except in the case of Mathematics where the examination shall be by means of theory papers only.

(b) A Besides regular students and ex-students and subject to their compliance with this Ordinance.

(c) The subject of examination shall be one of the following:

- I. Mathematics
- II. Physics
- III. Chemistry
- IV. Zoology
- V. Botany
- VI. Geology
- VII. Military Science
- VIII. Statistics
- IX. Environmental Biology
- X. Micro Biology
- XI. Electronics
- XII. Food Science Technology
- XIII. Pharmaceutical Chemistry
- XIV. Biotechnology

Provided that the Board of Management of the University can add more subjects.

(d) Any candidate who has passed the M.Sc. examination of this University in any subject, shall be allowed to present himself for examination in any one or more of the optional papers in that subject not taken by him at the said examination and if, successful will be given a certificate to that effect. Provided that no candidate shall be allowed to offer more than two additional papers in any one year and in subjects other than Mathematics, a candidate shall undergo a practical test in respect of the paper concerned.

Marks requires for passing the Examination

(a) For both the Previous and the Final Examinations, a candidate will be declared successful if he obtains at least 36% of the aggregate in the subject.

Provided that in subjects in which theory and practical examinations are held, an examinee must pass separately in both obtaining not less than 36% of the total marks in each.

(b) No division will be assigned on the result of the previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both, the M.Sc. Previous and Final examination.

(c) Successful candidates who obtain 60% or more of the aggregate marks shall be placed in the First division those obtaining less than 60% but not less than 48% in the second division and all other successful candidates obtaining less than 48% in the third division.

5.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of at Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

6.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 39 of 2015****MASTER OF COMMERCE (M.Com.) 2 YEARS COURSE**

This Ordinance shall be applicable to candidates admitted to Master of Commerce (M.Com.) degree (Finance, Taxation, Marketing, Advertisement & Management, Financial Management, International Business, Accounting & Finance, Statistics, Business Management, Banking Finance, Corporate Financial Accounting, Foreign Trade Policies, Security & Portfolio Management).

**1. Duration**

Degrees of Master of Commerce shall be of 2 years duration and maximum duration of course shall be 4 years.

**2. The course for the degree in Master of Commerce spread over two academic year and examination shall consist of two parts:-**

(a) The previous examination, at the end of first year and

(b) The final examination, at the end of second year

**3. A candidates who, after having passed the final examination for the B.Com. degree from this University or in a statutory University in India, has completed a regular course /study in the teaching department of the university or in a college affiliated to the university, in the in which he offers himself for examination, for one year, shall be admitted to the previous examination fees degree of Master of Commerce.****4. (a) A candidates who after passing the M.Com previous examination of the university, has completed a regular course of study for one academic year in a teaching department of the university, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final examination for the degree of master of commerce.**

(b) A candidate who has passed the previous examination for the degree of Master of Commerce of another university may also be admitted to the final examination for the degree of Maser of Commerce after obtaining necessary permission from the Vice Chancellor provided that he/ she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this university and has attended at regular course of study for one academic year in a teaching department of the university.

(c) The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.

**5. (a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the boards of studies and the faculty of commerce from time to time and printed in the prospectus for the examination or published by notification.**

(b) The examination shall be conducted by means of written papers, in both previous and in final examination.

**6. The written examination shall be held as far as possible in the months of March/April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.****7. In order to be successful at any of the previous and final examination an examinee must obtain at least:-**

(i) 20% of marks in each of the theory papers separately.

(ii) 36% of marks in the total of all theory papers taken together.

8. Successful candidates of the final examination shall be placed in a division on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale:-
  - (I) Those obtaining 36% or more but less than 48% of marks in the aggregate Third Division
  - (II) Those obtaining 48% or more but less than 60% of marks in the aggregate Second Division
  - (III) Those obtaining 60% or more marks in the aggregate First Division
9. (a) Regular student's undergoing regular course of studies in a teaching department of the university, who have obtained not less than 60% marks M.Com. In (previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.
 

(b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him /her by the head of the department. In the college or the university teaching department.

(c) A regular students who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Principal of the college or the head of the department concerned, three printed or typed copies of it duly countanaigned by the supervisor so as to reach the Registrar by a data preceding by three week the date of concement of the writer examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.

(d) An ex- student candidate for the final examination who was, a regular candidate from a college or a teaching Department, Permitted, under the provisions of sub. Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the head of the Department and Principal of the college of which she was regular student to submit a dissertation on a topic assigned by the principal in consultation with the-head of the department in the college.

Provided (i) that the candidate shall apply for such permission from the Registrar, through the Principal of the college at least three months before the date of commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the college as assigned by the Principal and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b) and (c).
10. A candidate who has passed the M.Com examination of the university may on submission of an application on prescribed form together with necessary fees, be allowed subject to the provisions of ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat.
 

Provided that a candidate who has been granted a permission for re-appearing at the examination may be treated, if he/she had been in the first instance, a regular student of a college or department ex-student candidate for the purpose of exemption from attending a regular course of a studies again in the college or department or production of a residence certificate.
11. Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60th day from the date when the examination was over.
12. In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.
13. The other rules & regulation for master of commerce degree, & examination etc will be as per ordinance of university for this purpose from time to time or as per approval of Board of Management the University for this course.
14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**

No. 40 of 2015

**MASTER OF EDUCATION (M.Ed.) 2 YEARS COURSE**

**Statutory Body: National Council for Teacher Education (NCTE)**

The Ordinance framed as per rules/ regulations/ guidelines laid down by NCTE shall be applicable for the award of Master of Education (M.Ed.) Course

**1. Objective:**

The Master of Education (M.Ed.) programme is a two year professional programme in the field of the Teacher Education which aims at preparing teacher educators and other education professionals including curriculum developers, educational policy, analyst, planners, administration, supervisors, principals and researchers.

**2. Eligibility for admission**

i) Candidates seeking admission to the M.Ed. programme should have obtained at least 50% marks or an equivalent grade in the following programmes:-

(a) B.Ed.

(b) B.A. B.Ed., B.Sc. B.Ed.

(c) B.El.Ed.

(d) D.El.Ed. with undergraduate degree (with 50% marks in each)

ii) The reservation for SC/ST/OBC/PWD and other categories shall be as per the rules of the State Government. There shall be relaxation of five percent marks in favour of SC/ST/OBC/PWD and other categories of candidates.

iii) The candidate shall be granted admission according to rules of the University.

iv) The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute.28.

**3. Duration of the course**

The M.Ed. programme shall be of duration of two academic years including field attachment for a minimum of 4 weeks and research dissertation. Students shall be permitted to complete the program requirements of the two years within a maximum period of three years from the date of admission. There shall be at least two hundred working days each year, exclusive of the period of admission and inclusive of classroom transaction, practicum, field study and conduct of examination. The institution shall work for a minimum of thirty six hours in a week (five or six days) during which faculty and students concerned with the conduct of the programme shall be available for interaction, dialogue, consultation and mentoring students. The minimum attendance of students shall be 80% for Theory Courses and Practicals, and 90% for field attachment.

**4. Mode of Instruction**

i) The course of study shall include learning and teaching through Regular.

ii) Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.

iii) Medium of instructions shall be Hindi/English.

**5. Assignments**

i) During the period, assignments and lesson packages will from the study of the programme.

ii) Completed assignment's shall be deposited candidate in the intervening months assignments will A serve as feed back and will be counted towards internal assessment in each paper.

iii) The whole course in each paper will be divided into a number of units which shall be supplied the candidate from time to time.

**6. Scheme of Examination**

i) The scope of studies in different papers shall be such as is prescribed DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE as per guideline & norms of NCTE.

**ii) Curriculum plan:**

Each M.Ed. candidate shall offer following courses:

(1) Core/Compulsory Course,

i. Perspective Courses ii. Tool Courses

(2) Elective courses,

Advance Level Courses: Any Two

(3) Practicum

One elective course will be offered by the students in the First year of the program in both semesters under First Advance level course-I and First Advance level course-II respectively. Similarly, another elective course will be offered by the students in the Second year of the program in both semesters under Second Advance level course-I and Second Advance level course-II respectively.

Total marks of the entire two year M.Ed. semesters program will be 1800. Out of these, 1200 marks will be for Theory courses, whereas 600 marks will be for Practical courses. In Theory courses, internal evaluation will be to the extent of 20% while in Practical courses it will be around 30%.

**[1] CORE/COMPULSORY COURSES:****i. Perspective Courses**

Perspective Courses shall comprise of:

Philosophical Perspectives of Education

Sociological Perspectives of Education

Psychological Perspectives of Education

Contemporary & Future Perspectives of Education

**ii. Tool Courses**

Tool Courses shall comprise of:

Educational Research - I

Educational Research - II

Information and Communication Technology

Research Data Analysis & Interpretation - I

Research Data Analysis & Interpretation - II

**[2] ADVANCE LEVELCOURSES COURSES**

From the following list of Advanced Level Courses a candidate will offer any TWO courses of his/her choice, one in each year of the M.Ed. program.

Educational

Administration

Special Education

Teacher Education

Guidance and counseling

Educational Technology

Curriculum Studies

**[3] PRACTICUM**

iii) A candidate must secure minimum pass marks in A & B part separately. Division will be awarded on the basis of marks obtained in Part I & part II taken together on the following basis:

First Division with Honors: 75% and above.

First Division: 60% and above but below 75%.

Second Division: 50% and above but below 60%

- iv) Viva Voce examination will be conducted by a Board of two examiners appointed by the University, one of whom shall be the guide for dissertation as far as possible.
- v) Assignments and dissertation relating to Part I & II of the examination will have to be submitted before the theory examination.
- vi) The Viva Voce examination shall be arranged by the University after the theory examination.
- vii) The merit list of candidates securing first 10 positions in the first division will be notified by the University.

**7. Ex- students**

- i) A candidate failing in either or both of the two parts may, reappear as an Ex-student, in the part concerned or in the whole as the case may be, at a subsequent examination without being required to undergo regular course of studies again, subject to his/her complying with the provisions of ordinance and regulations of DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE from time to time.

Provided that such advantage of appearing at the examination as Ex-student shall be admissible for a period of two years from the date when the candidate had appeared at the examinations as a regular candidate.

- ii) An Ex-student seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form indicating the papers and parts of the examination intended to appear to the VICE CHANCELLOR, before the date fixed for the purpose together with such fees and documents as are required of him/her and he/she shall be governed by the provisions of all relevant ordinance of the University.
  - iii) Marks of Internal assessment if they are above the minimum prescribed for a pass, shall be brought forward for the purpose of results at the subsequent examination.
8. Fees of the course the candidate will have to pay fees as decided by the Institute authority as per prescribed time schedule.
9. University examinations will be conducted in Madhya Pradesh at suitable Centers as decided by the authorities of the University.
10. General: In all matters pertaining to the course, the decision of the Vice-chancellor of the University shall be final and as per Ordinance of the University for this purpose. Provided the norms laid down by NCTE and M.P. Govt. shall be the binding to the University.
11. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 41 of 2015****MASTER OF PHILOSOPHY (M. Phil)**

The Ordinance shall be applicable for the Candidate admitted in MASTER OF PHILOSOPHY (M. Phil) degree.

**1. Eligibility for admission**

i. A candidate for the degree of Master of Philosophy must, at the time of application, hold a Master's degree in the concerned subject with at least 55% Marks (50% for SC/ST/Physically disabled candidates) or an equivalent grade of the university, a deemed university or other university incorporated by any law for the time being in force and recognized by the University

ii. A candidate shall ordinarily be permitted to work for M.Phil. degree in the subject in which he/she has obtained his/her Master's Degree.

A Provided that candidate may be allowed in allied subject of interdisciplinary nature of the same faculty or of allied faculties in such cases, the candidates may be permitted to work under one or two co-supervisors along with the supervisor.

Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's degree shall be decided by the Academic council.

**2. Selection of Candidates**

(i) Candidate shall be generally admitted through, an entrance test followed by an interview.

(ii) The student who qualifies UGC/CSIR(JRF)/NET/SLET/GATE/ Teacher fellowship holder shall be exempted from entrance test. However they have to appear Interview and allotment.

(iii) DRC

The candidate shall have to appear before the Departmental Research committee (DRC) for an interview according to merit.

- |     |                                       |   |
|-----|---------------------------------------|---|
| (a) | Head of the Department                | - Chairman                                |
| (b) | One Subject Expert                    | - Member (to be nominated by the Kulpati) |
| (c) | Two subject Teacher of the Department | - Member (to be nominated by the Kulpati) |

(iv) The candidates are expected to discuss their research interest/ area, choice of supervisor and co-supervisor, if any and tentative title of the dissertation.

(v) The Committee shall finalize the list of the candidates admitted to the M.Phil programme in the concerned subject. It shall also allot the Supervisor and Co-Supervisor, if any, and approve the title of the proposed research work. The final list should be immediately submitted to the Registrar. After the approval of the Kulpati, the list shall be notified.

While granting admission to students to M.Phil Programmes, the committee will pay due attention to the State Reservation Policy.

**3. Duration of Course**

The course of studies for the degree of Master of Philosophy shall spread over one and half year (three semesters) and maximum duration of course will not exceed six semester.

**4. Fees & Intake**

Fees decided by the Board of Management of University in consultation with MPPURC and intake will be as per statutes 28.



**5. Subject**

The subject for the examination shall be one of the following viz:

Cytogenesis, Microbiology, Inland Fisheries, Endocrinology, Animal Breeding, Biochemistry, Mathematics, Physics, Chemistry, Zoology, Botany, Geology, Statistics, Environmental Biology, Microbiology, Electronics, English Literature, Hindi Literature, Economics, Philosophy, Political Science, History, Ancient Indian History, Culture and Archaeology, Sanskrit Literature, Geography, Sociology, Psychology, Business Economics, Music, Public Administration, Rural Development, Master of Social Work, Foreign Language, Drawing and Painting, Education, Home Science, Food Science and Technology.

Provided that the Board of Management may, on the recommendation of the Academic Council introduce one or more additional subjects for the M. Phil Course as per norms of UGC.

**6. Examination.**

- (i) The examination shall be conducted generally by means, of internal assessment, three written theory papers, one of which shall be on methodology of research, a practical test, a thesis on research work and a viva voce examination.
- (ii) The Teaching Department shall organize during the session, adequate numbers of seminars new developments in the subject or interpretation of different research work and its data. It shall also arrange at least three tests on each of the theory papers and award grades best two of which shall be taken into account for purpose of working out the average Internal Assessment.
- (c) The scope of studies in different subjects shall be as prescribed by the Academic council on the recommendation of the Boards of Studies and the Faculties concerned from time to time and published by a notification.
- (d) The written part of the Examination shall be held as far as possible in March-April every year the date of commencement thereof having been notified in advance and at such centers as may be approved by the university. Provided that the first year of Introduction of the course if the teaching start in a later part of a session the examination may be held at such other time, after completion of the course, as approved by the Vice Chancellor from time to time.

The Practical part of the Examination which shall be conducted jointly by a teacher in the Department and two External Examiners appointee for the purpose, may be arranged either before or after the theory examination in accordance with the convenience of the Department concerned.

**7. Research / Project Work**

- (a) Every student admitted to the course shall be required to carry out research or project work under the supervision of a teacher in the teaching Department, on a problem assigned to him / her by the Head or the Department with the approval of the Research Degree committee in the subject constituted under the Ordinance of the University
- (b) The candidate shall prepare a thesis on the research / project work done by him which must be characterized either by the discovery of facts or by a fresh approach toward the interpretation of facts, capable, in either case, to advance knowledge in the subject.
- (c) The candidate shall submit three typed or printed copies of the thesis through the Department so as to reach the office of the Registrar preceding by at least three weeks the date of commencement of the written examination, together with
  - (i) A declaration signed by him/her that the thesis embodies the result of his/ her own work.
  - (ii) A certificate from the supervisor to the effect that the thesis research conducted being the result of the candidates own work, is on a subject on which similar work has not been previously carried out. Provided that the Vice Chancellor may, on the recommendation of the Head of the Department, permit a student who could not carry on the research / project in time the period can be extended

8. (a) A student of University Teaching Department seeking admission to the examination for the degree of Master of Philosophy shall submit his/her application therefore on prescribed form to the office of the Registrar by the date fixed for the purpose, together with a fee as decided by University for the examination and also the following certificates from the Head of the Teaching Department, Viz:
  - (i) Good Conduct
  - (ii) Fitness to present himself/ herself at the examination and
  - (iii) Having attended the classes as per Ordinance of Dr. A.P.J. Abdul Kalam University, Indore.

Candidates who have not received certificates prescribed of foregoing clause shall not be permitted to appear at the theory examination. All though he/she might have appeared to the practical examination which was conducted by the department before the start of theory examination.
9. (a) After the copies of the thesis are received, Registrar shall send them to two external examiners for assessment for grade.
- (b) The Viva voce test shall be conducted by (i) two external examiners and (ii) the supervisor of the research work, who shall jointly award a grade on the performance of the candidate at the viva voce test.
10. (a) In order to be successful at the Examination a candidate must obtain:-
  - (i) Grade not below B in theory papers
  - (ii) Grade not below in B in practical
  - (iii) Grade not below B in the thesis
  - (iv) Grade not below B in the viva voce test and
  - (v) In overall grade not below B
  - (vi) Grades, Grade points, Grade point averages and overall Grades, wherever necessary, shall be computed in accordance with the provisions of the ordinance of the University relating to Grading and Internal Assessment.
- (b) A candidate who has appeared at the examination shall be supplied with a Grade Card indicating, inter alias the Grandees and Grade points obtained by him/ her in the internal assessment, theory papers, practical, thesis, viva voce and also the overall Grade and Grade point average, under the provisions of Ordinance of the University.
11. (a) A candidate, who on obtaining a grade below the provision laid down in clause 10 sub clause (a) has been declared to have failed or who after having been admitted to the Examination fails on account of illness or a similar- reason, to appear thereto, may reappear at it subsequently, as an ex-student in accordance with the provisions of ordinances and regulation of the University, provided he/she fulfils all such conditions laid down in this and other ordinances as are applicable to him/her from time to time.
- (b) (i) A candidate who has failed to obtain Grade B separately in the thesis and the viva voce test, shall not be permitted to reappear at the examination as an ex-student.
- (c) In the case of an ex-student candidate the grades and Grade points obtained by him/ her previously in (a) Internal Assessment and (ii) thesis shall be, if these were at least the minimum required for a pass, as laid-down in clause 10 above, carried over for the purpose of his/her result at the subsequent examination.
- (d) An ex-student candidate shall be required to present himself/herself again before (I) a board of Viva voce examiners constituted as per the provisions of Examination.
12. The Registrar shall publish the results of the examination announcing the successful candidates and the overall grades obtained by them as soon as possible after the Examination is over but not later than the 60<sup>th</sup> day.
13. All candidates appearing in examination shall be required to abide by provisions and ordinance of the University and such other ordinance directives, if any, as are applicable to the them.
14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**  
**No. 42 of 2015**

**POST GRADUATE DIPLOMA IN TOURISM AND HOTEL MANAGEMENT (PGDTHM)**

This Ordinance shall be applicable to candidates admitted to DIPLOMA IN TOURISM AND HOTEL MANAGEMENT (PGDTHM).

**1. DURATION**

PGDTHM shall be of 1 year duration and maximum duration of course shall be 2 years.

**2. ADMISSION**

(a) A candidate, who after obtaining his Bachelor's Degree of the University or and examination or a degree recognized as of equivalent thereto with atleast 45% marks and has completed a regular course of study shall be admitted to the examination for the Post Graduate Diploma in Tourism & Hotel Management. The Reservation to SC/ ST/ Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

(b) (i) Candidates for Regular course of study means attendance separately of at least 75 % in lectures and practical work, seminar etc. arranged by the college during the session and in sending the records of attendance to the university the Head of the Department or the Principal of the college shall, follow the rules laid down in Ordinance of the University for this Purpose including deficiency in attendance.

(ii) Any deficiency in attendance not exceeding 15 percent may be condoned, under the provisions of ordinance of the university from time to time.

**3. FEES & INTAKE**

Every candidate seeking admission shall have paid fees to the university or the college, such fee as prescribed in this behalf and shall submit an application for the purpose, on a prescribed form together with necessary fees through the head of the Department or the Principal of the college concerned so as to reach the Registrar not later than the date preceding the examination that may have been fixed and notified earlier. The intake shall be decided by Board of Management of University.

4. (a) The annual written examination shall be held as far as possible in March /April every year. The actual date of commencement of examination shall be notified in advance and at such centers as may be decided by University.

(b) Candidates shall be required to submit three typed copies of their project report which shall have been prepared under the guidance of the head of the department in the university or in the college or an approved teacher, so as to reach the Registrar not later than a date preceding three weeks before the date of commencement of the written examination. The viva voce shall be arranged subsequently after assessment of the dissertation.

5. (a) In order to be successful at in examination an examinee shall be required to obtain:

(i) At least 40% marks in each of the theory papers.

(ii) At least 40% marks in the practical and

(iii) At least 40% marks in the aggregate of all theory papers and the practical's.

(b) Successful examinee shall be placed in division in accordance with the following scale:

(i) Those who obtain 60% or more marks in the aggregate – First division

(ii) Those who obtain less than 60% but not less than 45% marks in the aggregate – Second Division.

(iii) Those who obtain less than 45% but not less than 40% marks in the aggregate – Third Division.

6. The Vice Chancellor may, if a candidate is failing at an examination or missing a division by one marks, condone deficiency of one mark where the deficiency is so condoned shall nowhere be added.
7. A candidate who fails at the examination, may, at his/her option, re-appear in it in a subsequent year as an ex-student without being required to undergo a further course of studies in the department or the college. Provided that such a candidates shall fulfill all other conditions of this ordinance as also of other ordinances which are made applicable to him/her by the authorities of University.
8. The Registrar shall as soon as possible after the examination, but not later than the 60<sup>th</sup> day from the date when the written examination was over, publish the result, accounting the names and Roll No. of the successful examiners.
9. In the notification declaring the result of the examination names of first five successful candidates who are placed in first division may be arranged in order of merit.
10. Scheme of Examination for the post graduate diploma in Tourism and Hotel Management.

	Paper No	Title of the paper	Maximum Marks	Minimum Marks
	Paper – I	Survey of Indian History & Culture	100	40
	Paper – II	Tourism, principles & practices	100	40
(a) Theory	Paper- III	Tourist Transport & Travel agencies	100	40
	Paper- IV	Hotel Management & Catering	100	40
	Paper – V	India as a tourist Destination	100	40
(b) Practical	Project Report			
	Tour Report	50 Marks		
		25 Marks		
	Tour Report	25 Marks		
	Test for verbal Exposition &			
	Viva- voce	25 Marks		
<b>Aggregate</b>			<b>600</b>	<b>240</b>

- A. The project report should be examined by the external examiner.
- B. The tour report should be valued by the internal examiners.
- C. The viva-voce test will be examined by the Internal & External examiner as appointed by authorities of the University from time to time.
11. The PGDTHM degree course will be governed by such rules & regulation as approved by Board of Management of the University & also as per this purpose.
12. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion or advice of a Committee consisting of any or all the Directors of the college. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 43 of 2015****POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)****(Semester System)**

This Ordinance shall be applicable to candidates admitted for Post Graduate Diploma in Computer Application (PGDCA) degree course

1. The duration of the post graduate diploma in computer application shall be of one academic year, comprising of two semesters and a project work and maximum duration of course shall be two years. The examination of the first semester shall ordinarily be held in the month of November/December on suitable dates as fixed by Registrar of the university.

A supplementary examination for the first semester shall be held as decided by University, the second semester Examination will be held in April/May.

2. The candidates, who have passed the following examination of the University or an examination recognized University shall be eligible for admission to the first semester of course:-

Minimum 45% Marks (40% for SC/ST/Other category) in B.Sc./B.A./B.Com./B.E./M.Sc./M.A./M.B.A./M.Com./B.Pharm.

3. (a) A candidate shall be required to fulfill the following conditions for appearing in the first and second semester examinations:-

(i) A good character certificate from the head of the department.

(ii) 75% attendance of the full course of lectures delivered in each at par in practical, seminars, case discussion trip to computer centers etc.

(b) A deficiency in the attendance for the proscribe course (Lectures/ practical/seminars/case discussions/visit to computer centers etc.) may be condoned as per provision of Ordinance of the University for the purpose.

(c) A candidate shall be allowed to appear in the second semester examination only when he/she has passed the first semester examination.

4. A candidate, who has failed (or absented on exceptional cases) in the first semester examination may be provisionally allowed to attend the second semester course.

5. The Medium of instructions and examination shall be English/Hindi.

6. Every candidate shall be examined according to the scheme of examination of Ordinance of the University. The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.

7. The practical examination (including oral) shall be conducted by the two examiners i.e. one external to be recommended by the examination committee and one internal to be nominated by the head of the Department.

8. (a) The subject of the project work/ dissertation shall be approved by the Head of the Department of Computer Science & Applications.

(b) The candidate shall be required to carry out their project viva voce Examination. Examiner will be appointed by the Department of Computer Science & applications or any other department as approved by the head of the department under the supervision of faculty member appointed by the head of the department

(c) The candidate shall be required to submit three copies of the project report / dissertation with the certification from the supervisor. That the project work has been completed by the candidate himself/herself and he/ she has attended the department of computer science and application or any other place of work for atleast 60 hours In exceptional cases, the last date for submission of project report will be extended up to two months by the Vice-Chancellor on recommendations of the supervisor and head of the Department of computer science and applications.

(d) The project report /dissertation shall be evaluated by a board constituted by the Vice- Chancellor, which may consist of the follow members:

- (i) External examiner at Professor Level,
- (ii) Head of the dept. of computer science & applications, and
- (iii) The supervisor of the concerned project work.

If the project report / dissertation is disapproved by the internal examiner / Board of examiners, the candidate shall be required to resubmit his/her project report / dissertation within a period of three month.

9. No candidate shall be allowed more than two attempt as an ex-student in particular semester. If a candidate does not succeed in this attempt too, he/she will have to leave this course.

10. Result of a candidate who has passed the higher examination but failing in back papers of lower examination will be with held till he clears the lower examination.

11. The standard of passing shall be following:

In order to pass a PGDCA examination of any semester, a candidate must obtain at least.

- 1 40% of the maximum marks in each written paper
- 2 60% of the maximum marks in sessional work
- 3 50% of maximum marks in practical examination
- 4 50% of maximum marks in aggregation at the end of academic session.

12. The Division will be awarded in First year of PGDCA on the following basis.

75% of the aggregate and above: First division with honors

60% of the aggregate and above: first division

50% of the aggregate and above: Second division

13. Curriculum & related Regulation:-

The Curriculum & related regulation of PGDCA will be as per schemes approved by the Board of Management of the University

14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

15. The Reservation to SC/ ST/ Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 44 of 2015****BACHELOR OF PHYSIO THERAPY (BPT)****Statutory Body: M.P. Paramedical Council, Bhopal****1.0 AIMS AND OBJECTIVES****1.1 AIMS**

- Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre- clinical, Para-clinical and clinical medical subjects.
- Proficiency in the diagnosis and skills of basic physiotherapy procedures and techniques with adequate theoretical basis and rationale of allied sciences.
- To detect and evaluate the anatomical, patho-physiological impairments, resulting in disfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at appropriate diagnosis.
- To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively.
- To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists.
- To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.

**1.2 OBJECTIVES**

The Objective of the course which is complementary to medicine shall be to allow the students.

- a) To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- b) To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- c) To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- d) To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- e) To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care settings.
- f) To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referrals and/ or primary clients.
- g) To endorse physiotherapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- h) To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- i) To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.
- j) To teach every aspect of National policies on health and devote himself / herself to its practical implementation.

**2.0 COURSE STURCTURE**

- a) The Degree in Physiotherapy of 4½ years (Four academic years and Six months internship) course here in after called 4½ year degree course shall be designated as Bachelor of Physiotherapy, in short BPT.
- b) Duration of the course: The Bachelor of Physiotherapy (BPT) is a Four & Half year (including internship) regular degree course, named below:
  - i. BPT- I year
  - ii. BPT- II year
  - iii. BPT- III year
  - iv. BPT- IV year

After successful completion of BPT - IV year, the student shall require to complete six months Compulsory Rotatary Internship Program.

- c) Each academic year shall consist of 240 teaching days.
- d) Compulsory Rotatary Internship shall be not less than 6 months.
- e) The Student admitted in BPT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission.

**3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION**

- a. Admission to the First year in Bachelor of Physiotherapy degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed to 45%.
- b. Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall be also considered for Eligibility.
- c. The candidate should have completed minimum of 17 years of age on/before 30<sup>th</sup> November of the concerned academic session.
- d. Selection Criteria: The admission in BPT- First Year shall be based on the merit of the qualifying examination.

Or

- e. Common Entrance Test (CET), conducted by the University any designated agency.
- f. On admission, every candidate shall have to get fitness certificate from Medical Officer for physical fitness.

**4.0 COMMENCEMENT OF COURSE**

The course shall be commencing from the month of August/September of every academic year.

**5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

**5.1 Attendance**

- a) Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.



- b) The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

## 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

## 5.3 Internal Assessment

The internal assessment for each subject (in Theory and Practical separately) of each academic year shall carry 20 marks in theory and 20 marks in practical, separately.

## 5.4 University Examination; Theory & Practical

### • Written Examination

a. The Main Examination shall be held on yearly basis for all the Four years respectively.

b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

## 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

- For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall be Assistant Professor with 3 years teaching experience in the concerned subject.
- For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.
- The External Examiner shall; be the subject expert from outside the University having Masters/Post Graduate. Qualification in the concerned subject with minimum 3 Year teaching experience.
- The Faculty of the Subject/ Head of the Department with minimum 3 years of post-PG teaching experience shall be the Internal-Cum-convener examiner for the examinations.

## 5.6 Criteria for Passing

In each subject / head (Theory and Practical);

- In all the University examinations, the candidates shall have to obtain 50%, marks separately in Theory plus Viva Voce plus Internal Assessment and Practical plus Internal Assessment examination.
- Each theory paper and practical will be treated as separate subject head for the passing.
- The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year as well as third year to fourth year and must pass in the fail subjects before appearing the next year examination.

## 5.7 Division and Merit List.

- The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt

**Second Division:** >50% and <60% of grand total marks in First attempt.

Distinction in individual subject: > 75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

- The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 6.0 REVALUATION / RE-TOTALING

- Student may apply for Re-valuation and/or Re-totalling of the answer sheet of the appeared subjects; post result for any doubt in the marks obtained on the following criteria.
- Student may go for all the appeared subjects of that session for Re-valuation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

#### 7.0 COMPULSORY ROTATARY INTERNSHIP:

- There shall be Six months of Internship after the Final year examination, for the candidate who declared passed the examination in all the subjects. Internship should be Rotating and Compulsory for all the students.
- Internship should be done in minimum 100 bedded specialty hospitals in various specialties.
- Hospital must have Physiotherapy OPD with qualified Physiotherapist to guide the students.
- The Internship shall cover the clinical branches; concerned with Physiotherapy such as Orthopedics, Cardio-respiratory Medicine & Surgery including ICU, Neurology, Neurosurgery, Pediatrics, General Medicine, General Surgery, Obstetrics and Gynecology both In-patient and Outpatient services.
- Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- Any absenteeism, misconduct, poor performance etc. may require the extension of the program on recommendation of the HOD.
- Student shall obtain Internship Completion Certificate from the concerned hospital with the specialty and the hours of program. Same should be submitted to the institute for the six months Internship Completion Certificate.
- Candidate shall be awarded with the Degree certificate only after the successful completion of the Compulsory Six months Rotatory Internship.
- The 6 months of Rotational Internship shall be covered in the following pattern:

S. No.	Department	Period
1)	Physiotherapy & Rehabilitation Medicine OPD (including Pediatrics to Geriatrics cases)	1 Month
2)	Orthopedic wards and OPD	1 Month
3)	Neurology and Neurosurgery wards (including Neuro ICU) and OPD,	1 Month
4)	Cardio-respiratory Medicine & Surgery ward and OPD	1 Month
5)	General Medicine and Pediatric wards (including NICU and ICCU) and OPD	1 Month
6)	General Surgery wards (including Burns, OBG)	1 Month

- Issue of Internship Completion Certificate: Every candidate, after successful completion of Six months Rotatory Internship shall be eligible for Internship Completion Certificate, issued by HOI.

#### 8.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

- He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- He/She is found involved in serious breach of discipline in the Institution or in the University campus.

## 9.0 SCHEME OF COURSE / EXAMINATION

### 9.1 Scheme of Teaching Schedule (for each academic year)

Subject (1)	Theory Min. Hrs. (2)	Practical Min. Hrs. (3)	Clinical/Lab Posting (4)	Total Hrs. (5)
<b>FIRST YEAR</b>				
Human Anatomy	140	60	-	200
Human Physiology	140	60	-	200
Bioelectrical modalities	80	-	-	80
Biomechanical	80	-	-	80
Psychology and Sociology	60+60	-	-	120
• Applied English	60	-	-	60
• First aid and Basic Nursing	60	20	-	80
<b>SECOND YEAR</b>				
Biochemistry & Pharmacology	60+60	-	-	120
Pathology & Microbiology	60+60	-	-	120
Gen. Surgery / Obs/Gynea/ ENT/ Opth	100	20	30	150
Gen. Medicine	100	20	30	150
Orthopedics	100	20	30	150
Electrotherapy	100	100	-	200
Exercise Therapy including Yoga	100	100	-	200
<b>THIRD YEAR</b>				
Neurology, Neurosurgery, Cardio-thoracic Disease & Surgery	120	20	40	180
Physiotherapy in Orthopedics	120	100	30	250
Physiotherapy in Neurology & Neurosurgery	120	100	30	250
Physical Evaluation	120	80	-	200
Biomechanics & Bio- engineering	60+60	-	-	120
• Occupational Therapy & Speech Therapy	10+10	-	-	20
• Observatory Clinical Posting	-	-	100	100
<b>FOURTH YEAR</b>				
Physical Diagnosis & Prescription	80	40	-	120

Physiotherapy in Cardiothoracic Conditions	120	80	60	260
Sports Physiotherapy	120	80	60	260
Community Medicine, Community PT, Field	60+60	-	40	160
Visits and Physiotherapy Ethics Rehabilitation Therapy & Biostatistics	40+40	-	20	100
• Project	-	40	-	40
• Clinical Posting	-	-	300	300
• Clinical Research Methodology	20	-	-	20
• Computer Science	20	40	-	60

\* Non Examination (Subsidiary) Subjects.

## 9.2 Question Paper Pattern

The subject having section A and section B with max. 100 marks

(50 marks each)

Each section (A/B) shall have the following pattern

ESSAY TYPE	1	
	(ANY 1 OUT OF 2)	20
SHORT ANSWER TYPE	(ANY 5 OUT OF 6)	6x5 = 30

The subject having section A and section B with max. 80 marks (40 marks each)

Each section (A/B) shall have the following pattern

ESSAY TYPE	1	20
	(ANY 1 OUT OF 2)	
SHORT ANSWER TYPE	4	
	(ANY 4 OUT OF 5)	5x4 = 20

## 9.3 Scheme of Examination

BPT - I Year										
S. No.	Subject	Theory					Practical			Total
		Written		Viva Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	Max. Marks
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		
1	Human Anatomy	3 Hrs.	100	20	20	70	40	20	30	200
2	Human Physiology	3 Hrs.	100	20	20	70	40	20	30	200
3	Bioelectrical modalities	3 Hrs.	80	-	20	50	-	-	-	100
4	Biomechanical	3 Hrs.	80	-	20	50	-	-	-	100
5	Psychology and Sociology	3 Hrs.	80	-	20	50	-	-	-	100

**Scheme of Examination**

<b>BPT - II Year</b>										
S. No.	Subject	Theory					Practical			Total
		Written		Viva Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	Max. Marks
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		
1	Biochemistry & Pharmacology	3 Hrs.	80	-	20	50	-	-	-	100
2	Pathology & Microbiology	3 Hrs.	80	-	20	50	-	-	-	100
3	Gen. Surgery/Obs/Gynea/ENT/Opth	3 Hrs.	80	-	20	50	-	-	-	100
4	Gen. Medicine	3 Hrs.	80	-	20	50	-	-	-	100
5	Orthopedics	3 Hrs.	100	20	20	70	40	20	30	200
6	Electrotherapy	3 Hrs.	100	20	20	70	40	20	30	200
7	Exercise Therapy including Yoga	3 Hrs.	100	20	20	70	40	20	30	200

**Scheme of Examination**

<b>BPT - III Year</b>										
S. No.	Subject	Theory					Practical			Total
		Written		Viva Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	Max. Marks
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		
1	Neurology, Neurosurgery, Cardio-thoracic Disease & Surgery.	3 Hrs.	80	-	20	50	-	-	-	100
2	Physiotherapy in Orthopedics	3 Hrs.	100	20	20	70	40	20	30	200
3	Physiotherapy in Neurology & Neurosurgery	3 Hrs.	100	20	20	70	40	20	30	200
4	Physical Evaluation	3 Hrs.	100	20	20	70	40	20	30	200
5	Biomechanics & Bio-engineering	3 Hrs.	80	-	20	50	-	-	-	100

**Scheme of Examination**

<b>BPT - IV Year</b>										
S. No.	Subject	Theory					Practical			Total
		Written		Viva Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	Max. Marks
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		
1	Physical Diagnosis & Prescription	3 Hrs.	100	20	20	70	40	20	30	200
2	Physiotherapy in Cardiothoracic Conditions	3 Hrs.	100	20	20	70	40	20	30	200
3	Sports Physiotherapy	3 Hrs.	100	20	20	70	40	20	30	200
4	Community Medicine, Community PT, Field Visits and Physiotherapy Ethics	3 Hrs.	80	-	20	50	-	-	-	100
5	Rehabilitation Therapy & Biostatistics	3 Hrs.	80	-	20	50	-	-	-	100

\* Minimum 50% passing marks require in theory & internal assessment as well as in practical & viva-voce.

**10.0 GRACE MARKS**

- 10.1 Award of Grace Marks shall be considered in Theory examinations, up to two subjects only when a student is likely to pass the whole examination with the help of Grace Marks.
- 10.2 Grace marks shall not exceed a Maximum of 5 marks under any circumstances in an examination.
- 10.3 The grace marks shall not be added to the aggregate of subject/ examination.
- 10.4 The Grace marks shall not be awarded in Dissertation/ Practical examination.
- 11.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 45 of 2015****BACHELOR OF COMPUTER APPLICATIONS (B.C.A)****(3 YEAR DEGREE COURSE)**

This ordinance shall be applicable to candidates admitted for Bachelor in Computer Applications (B.C.A.) degree.

The Bachelor of Computer Applications (B.C.A.) Programme shall be equally distributed over three sessions of one year each and maximum course duration shall be six years. The basic structure of the Programme is given below.

**1. ADMISSION**

Admission to B.C.A. will be made as per the rules approved by the Board of Management of the University. The intake will be decided as per Statute 28.

**2. ELIGIBILITY FOR ADMISSION**

For admission to B.C.A programme, a candidate should have passed Higher Secondary Examination on the pattern of 10+2 with Mathematics as compulsory or an additional subject from a recognized Board of Education or an equivalent examination recognized as equivalent thereto by the University.

**3. CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled if:

(i) He/ She is not found qualified as per the eligibility criteria prescribed by the University.

or

(ii) He / She is found unable to complete the course within the specified period for completion of the course

or

(iii) He / She is found involved in creating indiscipline in the School/Institute or in the University.

or

(iv) He/ She is involved in ragging

**4. APPLICABLE FEES**

i) All the fees including the course fee and the examination fee shall be as determined by the University from time to time, will be payable by the students at the beginning of each semester.

ii) Registrar will notify the quantum of fees payable and the schedule of registration before the start of each semester.

Fees once paid, and the student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit at his discretion, an extension in the last date of payment of fees. However, all the students will be required to pay the prescribed fee before the start of examinations. In case any student has been allowed to appear for the examinations, the results of such student shall be withheld till all his dues are cleared.

The subjects to be studied in different sessions of B.C.A. of 3 Years course shall be as per the schemes approved by the Board of studies of the University from time to time.

The Courses are Theory & Practical based. In the First and Second year approximately 60 hours of practical time is required and in the final year approximately 120 hours of practical time is required. A student will not be eligible to appear in the term end practical examination if the percentage of attendance in practical session falls below 75% Similarly a candidate will not be eligible to appear in the term end theory examination if his/her attendance in Regular classes is less than 75 %. However in deficiency of attendance, the coadunation will be as per ordinance of as per approval of Board of Management of the University for this proposal.

Overall Grading: the final score for each course is computed by combining continuous evaluation score and term-end examination score.

The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (Zero) marks. The requirement for passing a course would be at least 60% in continuous evaluation and 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the B.C.A.

In order to be able to appear for the term-end examination it is a necessary requirement that the students attend all classes according to the prescribed schedule. All the students will be required to give an undertaking to this effect and should it be later found that they had in fact not submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.

The practical examination will be of 1-5 hours duration depending upon the nature if practical Project Work: will required to be a combination of practical work and a project report would be expected to be of about 30 pages.

#### 6. Award of Degree:-

Students successfully completing the programme shall be placed in various categories as indicated below. First division with distinction

First division with distinction	75% or above	
First division	60% or above and less than	75%
Second division	50% or above and less than	60%

7. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
8. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.



**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 46 of 2015****DIPLOMA IN RURAL DEVELOPMENT**

This ordinance shall be applicable to candidates admitted for Diploma in Rural Development.

**OBJECTIVES**

1. To impart essential knowledge for the promotion of all round development of the rural communities economic, Social, cultural and ethical health education, agriculture, Banking and Welfare, Water shed management and Concept of Peoples Participating other activity related to rural people.
2. To inculcate a sense of responsibility and awareness in accelerating the process of change from traditional ways of living of rural communities to progressive ways of living.
3. To impart an understanding and an appreciation of the role of rural organizations/institutions/agencies departments at state, National and International level (Voluntary or Statutory) so as to ensure it's more meaningful and adequate involvement in growth oriented activities in rural areas.

**DURATION OF THE COURSE**

The duration of course shall be one year and maximum duration of course shall be two years.

**ELIGIBILITY FOR ADMISSION ARE:**

The minimum qualifications required for admission to Diploma in Rural Development will be Higher Secondary School Certificate (10+2) or an equivalent qualification

1. The candidate is resident of India.
2. A candidate who is an employee of a voluntary or Statutory Rural Welfare Agency/Institution Department shall be preferred.
3. The candidate already continuing studies Regular or Correspondence for any other Course of the University during the session shall not be eligible for ordinance.
4. Candidate intending to join this course, shall submit his/her application in the prescribed application form along with requisite enclosures and fee so as to reach the Registrar, of the University within the time limit and date fixed for the purpose.
5. The candidate shall be granted admission with Merit or Entrance Examination as per the norms of Govt. M.P.
6. The Number of seats will be as per statutes 28.

**SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed in the prospectus by the board of studies and the academic council of the University from time to time.

**PASS PERCENTAGE**

Division shall be awarded to the successful candidates on the aggregate Marks obtained by him/her in accordance with the following scale, viz.

First Division with Distinction	75% and above
First Division	60% & above
Second Division	50% but below 60%
Third Division	40% but below 50%

### ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION

1. Candidates securing less than 40% marks in individual papers will be treated as failed. They can re-appear at the subsequent examination in the paper concerned.
2. A candidate declared eligible for supplementary shall be required to clear the same in the subsequent attempts. Any attempt availed of shall lapse automatically after expiry of this period, he/she will be deemed to have failed in the examination.
3. An ex-student candidate seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form to the Registrar of the University by the date fixed for the purpose together with such fees and documents as are required of him/her.
4. The Vice Chancellor may, if a candidate is failing at an examination or missing a division by one mark, condone deficiency of one mark where the deficiency is so condoned shall nowhere be added.

### MODE OF INSTRUCTION

1. Regular classes will be held for this course.
2. Lessons will be in English/Hindi medium as per subject concerned. However the question papers shall be in English and also in Hindi.
3. The whole course in each paper will be divided into Five units.
4. Attendance will be as per provision in ordinance of the university

### TUTION FEE AND OTHER FEES

1. The fees as prescribed by the University shall be payable by the Candidates.
2. The total amount of fee is to be paid the time of admission and examination fees to be deposited along with examination form.
3. Fees related with the examination of the Diploma, etc., as decided by the University consultation with Aayog shall have to be paid by the candidate as and when required.
4. All fees etc. should be sent by demand draft in favour of Registrar, of the University.
  - a. Cost of application form and late fee for submission of form are non-refundable.
  - b. If application form is rejected by the University, tuition fee along with its late fee deposited by the candidate shall be refunded after deducting processing fees towards miscellaneous expenses.
  - c. Once the application form is accepted, any amount of fee shall not be refunded carried over for next year.
  - d. As regards refund of University examination fees, the rules shall be same as are applicable to other University examinations.
5. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
6. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.



FIRST DIVISION WITH DISTINCTION: 75% more

FIRST DIVISION: 60% or above of the aggregate marks.

SECOND DIVISION: 50% or above of the aggregate marks.

7. Attendance: 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching.
8. Maximum duration of course shall be eight years.
9. Vice-Chancellor Grace Mark as per rule can be awarded.
10. Candidate appearing for B.A.LL.B. (Hons) examination shall have to answer the question in English or Hindi medium.
11. The rules are subject to change in accordance with the directives of Bar Council of India and instructions issued by Department of Higher Education, Govt. of M.P. & UGC from time to time shall be adopted and notified by the University.
12. Regarding Attendance, merit list, condonation of deficiency etc will be as per Ordinance of University from time to time for this purpose.
13. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
14. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 48 of 2015****DIPLOMA IN YOGA****1. Objective**

- Yoga improves posture, increases the intake of oxygen and enhances the functioning of all body systems like respiratory, digestive, endocrine, reproductive, excretory systems etc.
- It's effects on the emotions are equally beneficial by calming down the mind.
- Yoga also cures behavioral disorders, nervous breakdown and manic depressions Asanas enhance muscle strength, coordination, flexibility, agility and range of motion.
- Yoga gives you the capacity to face up the life's challenges. When you respect your body, you tend to do things that will enhance its vitality.
- Yoga helps to maintain the acid-alkaline ratio. Which is crucial to good health. It should be 80% alkaline and 20% acidic. Over acidity can be harmful for bones and tissues, leading to fatigue, dulled mind, headaches, depressions and arthritis.
- Yoga is highly recommended for the people in competitive, stressful working environments.
- The benefits of Yoga are numerous, including physical fitness, stress control, general well being, mental clarity and greater self-understanding.

**2. Diploma in Yoga**

- a) Nature and Duration: The diploma course in Yoga would be a part-time/regular course of one year duration and maximum duration of course two years.
- b) Eligibility: Any Graduation

**3. Admission:** After notification or advertisement the applicant would be required to submit their duly filled in applications on prescribed form, available on payment in the department/University office, to the Head of the Department. A list of admitted students will be pasted on the notice board of the department on the merit basis.**4. Fees & Intake**

Fees decided by the Board of Management of University in consultation with MPPURC and intake will be as per statutes 28.

**5. The Scheme of Examination:** The scheme of examination and the scope of studies in various subject/papers of the course will be prescribed and notified in the prospectus by the University from time to time.**6. Examination:** The examination will be held at the end of the course. There would be two written papers each of three hours duration and 80 marks each besides there would be a practical and viva-voce examination of 40 marks only. Thus, the total aggregate would be 20 marks would be awarded Diploma in Yoga, while those securing 75% or above of the aggregate would be awarded Diploma in Yoga with distinction.**7. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.****8. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.**

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 49 of 2015****B.A. (Hons.) 3 YEAR DEGREE COURSE**

This Ordinance shall be applicable to candidates admitted to for B.A. (Hons.).

**1.0 ADMISSION**

Candidates seeking admission to the first year of Bachelor of Arts (Hons.) course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board or an examination recognized equivalent there to. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit.

2.0 The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.

3.0 The Duration of Course will be 3 years spread to 6 semesters & maximum duration of course will be six years.

4.0 Examinations: Promotion to higher semester award of credits and grades, division and condonation of deficiencies as per ordinance no. 5.

(a) No one shall be eligible to join the 2<sup>nd</sup> year class of the B.A. (Hons.) course unless he has passed First year examination of the B.A. (Hons.).

(b) No one shall be eligible to join the 3<sup>rd</sup> year class of the B.A. (Hons.) course unless he has passed Second year examination of the B.A. (Hons.).

(c) Main subject (Hons.) 40% marks in the aggregate and 35% in each papers (written and practical separately).

(d) Qualifying and subsidiary subjects: 35% marks in each for qualifying and subsidiary subjects (written and practical separately).

5.0 Candidates may seek admission to Programmes of Studies leading to the award of Bachelor of Arts (Hons.) degree in any of the following Disciplines/Languages:

B.A. (Hons.) in Political Science, Hindustani Music Vocal Instrumental, Percussion Instrument, Business Economics, Persian, French, German, Italian, English, Hindi, Psychology, Spanish, History, Karnataka Music, Economics, Sanskrit, Applied Psychology, Punjabi, Urdu, Gujrati, Tamil, Sociology, Journalism, Multimedia & Mass Communication.

And in such other disciplines/languages as may be decided by the Vice-Chancellor on the recommendations of the Board of Studies of the University.

6.0(i) The medium of instruction shall be:

- (a) Hindi in case of Hindi
- (b) English in case of English, Physics, Chemistry and Maths
- (c) English/Hindi or Sanskrit in case of Sanskrit
- (d) English/Hindi in case of other subject

(ii) The question papers will be set:

- (a) in Hindi in case of Hindi
- (b) in English in case of English, Physics, Chemistry and Maths
- (c) in English and Hindi in case of Sanskrit
- (d) English/Hindi in case of other Subjects

(iii) The candidates shall write their answers:

- (a) in Hindi in case of Hindi
- (b) in Hindi or English or Sanskrit in case of Sanskrit
- (c) In English in case of English, Physics, Chemistry and Mathematics; and
- (d) In English of Hindi in case of other subjects

- 7.0 The scope of studies of part I, II and III examination shall be as prescribed by the University / Central Board of Studies in the syllabus from time to time and printed in the prospectus for the examination concerned.
- 8.0 Minimum attendance should be 75% in each semester.
- 9.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
- 10.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDROE****ORDINANCE****No. 50 of 2015****INTEGRATED PROGRAMME FOR BACHELOR OF EDUCATION****(B.Sc.B.Ed.)****(FOUR YEAR INTEGRATED DEGREE COURSE)****Statutory Body: National Council for Teacher Education****1. Objective**

- 1.1 The four year integrated programme aim at integrating general studies comprising science (B.Sc.B.Ed.) and professional studies comprising foundations of education, pedagogy of school subjects, and practicum related to the tasks and functions of a school teacher. It maintains a balance between theory and practice and coherence and integration among the components of the programme, representing a wide knowledge base of a secondary school teacher. The programme aims at preparing teachers for Upper Primary and Secondary stages of education.

The Ordinance governed by rules / guidelines/ norms laid down by NCTE, shall be applicable for the award of Integrated programme Bachelor of Education Programme generally known as B.Sc.B.Ed.

**2. Duration**

- 2.1 The B.Sc.B.Ed. programmes shall be four academic years of eight semesters including school based experience and internship in teaching. Student teachers shall, however, be permitted to complete the programme within a maximum period of six years from the date of admission to the programme as per NCTE norms & Govt. of M.P.

**3. Eligibility**

- 3.1 Candidate should have passed Higher Secondary Examination on the pattern of 10+2 in Science with minimum 50% marks in the aggregate are eligible for admission. The candidate should have either the subject combination of (a) Mathematics, Physics and Chemistry or (b) Biology, Physics and Chemistry at 10+2. Separate application forms are required for each stream.
- 3.2 The reservation for SC/ST/OBC/PWD and others category shall be as per the rules of State Government Madhya Pradesh.

**4. Admission Procedure**

- 4.1 Admission shall be made on merit basis of marks obtained in the qualifying examination and in the entrance examination or any other selection process as per the Policy of the State Government / University.
- 4.2 At the time of admission to the programme the student will need to indicate, their selection of the subjects to be pursued for the discipline option and the accompanying pedagogic specializations for which they are applying, and these may be assigned on the basis of order of merit and availability. Provided further that all norms laid down by NCTE and that of State Government shall be followed

- 5.0 **Attendance:** Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and of the practical classes held separately in each course of study, provide that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.

- 6.0 Candidates intending to present themselves at the examination shall submit through the Principal of the College/HOD of Education, their applications on prescribed forms, so as to



reach the Registrar by the date fixed for the purpose, together with the fees as required by the rules in force for the time being and produce the following certificates from the Principal of the college/HOD of Education, viz: Certificates.

(i) of good conduct

(ii) of fitness to appear at the examination.

(iii) of having completed regular course of study by attending at least the minimum number of classes/ practices as required by clause 5 above.

**7.0 Curriculum:** The B.Sc.B.Ed. programme consist of content courses at par with those of undergraduate liberal programmes in Science stream and supportive courses, pedagogic courses, and practicum including school experience, and internship in teaching. Information and Communication Technology (ICT), gender, yoga education, and disability/inclusive education shall form an integral part of the B.Sc.B.Ed. curriculum

- Theory Courses

- Perspectives in Education

- Curriculum and Pedagogic Studies

- Language and Communication, and Development of Self

- Practicum and School Internship

#### **7.1 Programme Implementation**

The University will have to meet the following specific demands of the professional programme of study:-

- (a) Prepare a calendar for all activities, including school internship. The school internship and other school related practicum shall be synchronized with the academic calendar of the school.
- (b) Initiate and deepen the discourse on education by organizing seminars, debates, lectures and discussion groups for students and faculty.
- (c) Organize inter-institutional interactions for students between various colleges on themes of educational significance and also participate in such events organized in other institutions.
- (d) Be integrated into the life of the institution and have opportunities to participate with and interact with students from the other under graduate programmes.
- (e) Adopt a participatory teaching approach to help students develop reflective thinking and critical questioning skills.
- (f) Facilitate interns to maintain reflective journals and observation records which provide opportunities for reflective thinking.
- (g) Maintain records of planning, observation schedule and feedback and reflective reports prepared by the interns.

#### **7.2 Assessment**

(a) The scheme of evaluation shall be such as prescribed by the University.

(b) Each theory course may carry a weightage of 30 percent for internal assessment and 70 percent for an annual examination. At least one-fourth of total marks shall be allocated, to assessment of 16 weeks of practice teaching. Students shall be given information about their grades/marks as part of professional feedback so that they get the opportunity to improve their performance.

(c) For the liberal courses, including school internship shall be assessed only internally. A minimum of 25% of all lessons taught by the student for each pedagogic area will be

observed and considered for evaluation, spread in a manner to reflect the development of the student.

(d) The basis of Internal Assessment shall be as follows:

Theory:	Individual / group assignments Observation records/ Presentation and Student Portfolios
Practicum:	Observational records/ diaries / journals Individual and group reports Faculty observation and evaluation Headmaster/cooperating teachers reports on the overall school involvement of the student will also be taken into account.

(e) A Moderation Board constituted by the University shall monitor issues of quality and parity in grading and assignment between Colleges affiliated to a particular University and offering the four year programme for all Practicum Courses and the School Internship Programme.

(f) There shall be a provision for grievance redressal and removal of biases in the internal assessment. Mechanisms shall be worked out where faculty other than the ones actually dealing with the course/subject or through the involvement of school mentor and external expert in addition to the internal examiners shall be involved.

#### 8.0 Examination:

(a) The examination shall consist of two parts, namely:-

- (i) Part I- Theory
- (ii) Part II - Practical and sessional.

(b) The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.

(c) (i) The written part of the examination shall be held in the month of December and June every year in two semesters. Actual date of commencement of examination will be notified by the Registrar in advance.

(ii) The practical part of the examination shall be arranged by the Principal or the Head of the Department of Education, as the case may, before the written examination by, such date as may be directed by the Registrar from time to time.

(a) Practical & sessional work shall be as per decision of. Board of Management of the University

#### 9.0 Division

- (a) First Division with Honors: 75% and above.
- (b) First Division: 60% and above but below 75%.  
Second Division: 50% and above but below 60%
- (c) An examinee obtaining 75% or more marks in the aggregate in theory, practical sessional shall be given distinction.

10.0 The Principal of a College/HOD of Education providing courses of B.Sc.B.Ed. degree shall send the statement of marks obtained by the students of his college in theory & practical to the Registrar

**11.0 Supplementary of Examination**

(a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next three attempts immediately

(b) An examinee who after having appeared in the examination but fails in not more than two papers and by not more than three marks but secures the minimum aggregate marks prescribed for a pass shall be entitled to a grace up to three marks in order to pass the examination.

12.0 The Vice Chancellor may condone the deficiency of one mark in case a candidate failing or missing a division by one mark subject to the condition that where the deficiency of one mark is so condoned it shall nowhere be added.

13.0 The Registrar of University shall as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date which the theory examination was completed publish the results of the examination by announcing the roll nos. and names of successful candidates.

14.0 In the notification declaring results of the examination names of successful candidates who secure First division separately in each of part of examination shall be arranged in order of merit.

15.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 51 of 2015****TWO YEAR DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.)****Statutory Council: National Council for Teacher Education (NCTE)**

This ordinance shall be applicable to candidates for two years Diploma in Education (D.El.Ed.), following the norms, rules and guideline of NCTE.

**(1) Duration**

The duration of the programme shall be of two academic sessions/ years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer /winter/staggered) are available to the learners for guided / supervised instruction and face to face contact sessions.

**(2) Qualification**

(a) Candidates seeking admission to this course must have passed higher secondary (10+2)/Senior Secondary (Class XII) or equivalent examinations with minimum 50% marks are eligible for admission.

(b) The reservation and relaxation in marks for SC/ST/OBC/PWD and other category shall be as per the rules of the State Government.

**(3) Admission procedure**

Admission under this Course will be made as follows:

- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in order publicity media before the start of every cycle.
- (b) A list of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will be informed directly of their admission after the last date of application.

The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally, such candidates however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission unless the provisional admission granted to him will be cancelled.

(c) The application form may be rejected due to any of the following reasons:

- The candidates does not fulfill the eligibility conditions
- The prescribed fees is not enclosed
- The application from is not signed by the candidate and his/her parent guardian, wherever Required

- Supporting documents for admission are not enclosed.

(d) Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document and fees.

(e) Admission rules as framed by the University shall be applicable for all admission from time to time. Other norms laid down by State Council of Paramedical courses shall also followed

**(4) Academic Year**

There will be two academic cycles every years, one from July to June and second from January to December.

**(5) Intake & Fees**

The intake of the program shall be as per NCTE norms. Fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the Regulatory Commission.

**(6) Course Structure**

6.1 The Diploma in Education (D.El.Ed.) course shall consist of:

- (a) Syllabus as prescribed by the University as per the guidelines of NCTE.
- (b) Internship, lab work, practical, projects etc. as may be prescribed by the University.
- (c) Such scheme of examination as prescribed, by the University from time to time.

6.2 The curriculum of the course shall be approved by the concerned Board of Studies and the Academic Council of the University.

**(7) Medium of Instruction and Examination**

The medium of Instruction and examination shall be either Hindi or English

**(8) Examination Scheme**

As per Ordinance No. 5

**(9) Promotion to Next Year & Failed Candidate**

A candidate may provisionally continue his/her studies in second year after the examination of the first year in which he/she appeared is over.

If a candidate fails in not more than one paper of the first-examination but clears all the remaining papers of that examination. He/she will be allowed to appear in the supplementary examination, which shall be conducted to keep the term (ATKT) and promoted to the next year. Examination shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.

Provided further, that if a candidate fails in more than one paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.

A candidate will be awarded diploma only in the year when he/she clear all the papers of both the year.

**(10) Allocation of Division**

- a. First Division with Honors : 75% and above
- b. First Division: 60% and above but below 75%
- c. Second Division: 50% and above but below 60%
- d. An examinee obtaining 75% or more marks in the aggregate in theory and practical with sessional shall be given distinction.

**(11) Merit List**

Name of successful candidates who secure 1<sup>st</sup> division separately in each part of the examination shall be arranged in order of merit.

**(12) Maximum Duration of Completion of Course**

A Candidate has to complete the entire course of Diploma in Education (D.El.Ed.) within a maximum period of three year from the session of first admission.

**(13) Examination Centre**

University examination centers will be notified by the University.

**(14) General**

In matters of admission, attendance, examination and in all other matters not provided in this Ordinance, the course shall be governed by the provision of the relevant ordinance of the same in the University so far as they are not inconsistent with the provision of this ordinance.

- (15)** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event, of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final after the approval by MPPURC.

**(16) Legal Jurisdiction**

All matters of any dispute shall be limited to Indore court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 52 of 2015****DIPLOMA COURSE IN VOCATIONAL TRADES AND SKILLS****Statutory Body: National Council on Vocational Training (NCVT)****(1) Preamble**

University shall impart Various Course in Vocational Trades & Skill Development for gainful employment generation to rural youth. The course will lead for the award of Diploma. The candidates will be given quality technology knowledge and practical training in different courses. The Diploma with sound knowledge shall develop a candidate as a profitable entrepreneur.

**(2) Course & Faculty**

- a. This ordinance shall be applicable to the diploma, vocational diploma & various skills development trades and skills. These programmes are offered by concerned faculty approved by Academic Council. List of courses are as per Ordinance No. 1, courses of Different Sector Skill Councils like Automotive Skills Development Council, Security Knowledge And Skill Development Council, Retailers Associations Skill Council of India, Media & Entertainment Skill Council, IT-, lies Sector Skill Council, Health Care Sector Skill Council, Council, Gems & Jewellery Skill Council of India, BFSI Sector Skill Council of India, Leather Sector skill Council, Electronics Sector Skill Council, Food Industry Capacity, and skill Initiative, Telecom Sector Skill Council, Agriculture Skill Council of India, Logistics Sector Skill Council, Indian Plumbing Sector Skill Council, Capital Goods Skill Council, Construction Skill Development Council of India, Life Sciences Sector Skill Council, Indian Iron & Steel Sector Skill Council, Skill Council for Mining Sector, Power Sector Skill Council, Apparel, Made- ups and Home Furnishings Sector Skill Council, Beauty & Wellness Sector Skill Council, Textile & Handloom Sector Skill Council, Handicrafts & Carpets Sector Skill Council, Tourism & Hospitality Sector Skill Council, Construction Equipment Sector Skill. Council, Sports, Physical Education, Fitness and Leisure Skill Council, Management and Management Services Skill Council of National Skill Development Corporation, courses of Madhya Pradesh Council of Vocational Education and Training (MPCVET) and State Skill Development Corporation.

**(3) Duration**

The Duration for the courses will vary from courses to courses between 3 to 24 months.

**(4) Intake & fees**

- (a) The intake for each course as per statute 28.
- (b) The basic unit of intake in a course will be 60 seats. Multiple of this unit can also be setup.
- (c) The fees shall be decided by the Board of Management of the University from time to time subject to the approval of the MPPURC.

**(5) Qualification**

The Qualification of candidates for different course will be as per ordinance No.1

**(6) Admission Procedure**

Admission under these Courses will be made as follows:

- (a) The University will issue admission notification in news papers, the University's website, notice Board of the University and publicity in media before the start of every cycle.
- (b) List of candidates provisionally selected for admission shortlisted based on merit will be displayed on the Notice Board of the University/ University website/or the student will be informed directly of their admission.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to present mark sheet of the qualifying examination within a month from the date of admission, failing which the provisional admission granted to him will be cancelled.
- (d) The application form may be rejected due to any of the following reasons:-
  - The candidates does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed
  - The application form is not signed by the candidate/parent / guardian, wherever required
  - Supporting documents for admission are not enclosed.
- (e) Enrollment Registration number will be assigned to the student by the University after verification & submission of all necessary document /fees.
- (f) Admission rules as framed by the University shall be applicable for all admission from time to time.
- (7) **Course Structure**  
The diploma courses in various vocational trades and skills shall consist of:
  - (a) Syllabus as prescribed by the University
  - (b) Internship, lab work, practical, in plant training, project etc. as may be prescribed by the University.
  - (c) Scheme of Examination as prescribed by the Board of Management of University from time to time.
  - (d) The curriculum of each course shall be based on recommendation of the academic council of the University. The Academic council of the University on the Recommendation of the concerned Board of Studies may change number of paper and / or marking scheme of the course after the due approval of Vice Chancellor.
  - (e) If required in a programme, a student shall require to submit a project report based on the areas of his/ her specialization. Project report certified by the concerned organization and the concerns Coordinator / teacher shall be submitted and one copy to the registrar of the University for evaluation.
- (8) **Medium of Instruction and Examination**  
The medium of instruction and examination shall be either Hindi or English
- (9) **Examination Scheme**
  - (a) Each Student shall have to appear in the examination of theory/ practical and continuous internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
    - 30 percent marks of each paper will be earned in internal assessment (for each semester, there will be two separate evaluations of 15 marks each.)
    - Main examination will carry 70 percent marks.
    - For passing the examination the candidate must be required to secure at least 36% marks in University examination separately in the term-end theory, practical and internal assessment in



each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.

- There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%

(b) The Diploma course may have one theory / practical papers that are decided by the concerned Board of Studies for each course.

**(10) Allocation of Division**

The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above First	Division
48% or above but less than 60%	Second Division
Above 40% but less than 48%	Third Division

(11) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

(12) The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 53 of 2015****MASTER OF APPLIED MANAGEMENT (MAM)****Statutory Body: AICTE, New Delhi**

- 1.0** The Five years (Ten Semesters Dual Degree Programme) shall be in Applied Management. This course is designated as Master of Applied Management (MAM)
- 1.1** The studies and examinations of these Dual Degree Programmes (DDP) shall be on the basis of Marks- Cum - credit system but semester wise and final evaluation shall be by grading system.
- 1.2** Master of Applied Management, shall be awarded on completion of following:  
Credits in 1<sup>st</sup> to 8<sup>th</sup> semester and 06 months internship in the 9<sup>th</sup> semester & 06 months dissertation work (DW)/Project in 10<sup>th</sup> semester.
- 2.0 Admissions**
- 2.1** Minimum qualification for admission to the first year of Dual Degree programme shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme of the M.P. Board of Secondary Education or equivalent securing at least 45% of aggregate marks (also securing pass marks/grade in all subjects individually, 5% will be relaxed for SC/ST/ other categories) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board. The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.
- 2.2** The admissions to MAM Dual Degree Programme shall be governed by the rules of the technical education and training department government of Madhya Pradesh Bhopal and or any other competent authority of the state government of Madhya Pradesh.
- 2.3** Transfer of candidates form other programme/courses/places shall not be permitted in the programme.
- 2.4** A candidate who has discontinued the course during any semester of first three years duration shall not be permitted to take re-admission to the course.
- 3.0 Examinations**
- 3.1** The subjects to be studied in different semesters of Dual Degree programme shall be as per the schemes and syllabi, approved by the respective Board of Studies.
- 3.2** There shall be one University examination at the end of each semester. These examinations will be designated as follows:
- |                        |                   |                    |
|------------------------|-------------------|--------------------|
| a) During first year:  | DDP I semester,   | DDP II semester.   |
| b) During second year: | DDP III semester, | DDP IV semester.   |
| c) During third year:  | DDP V semester,   | DDP VI semester.   |
| d) During fourth year: | DDP VII semester, | DDP VIII semester. |
| e) During fifth year:  | DDP IX semester,  | DDP X semester.    |
- 3.3** There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.
- 3.4 (a)** Each candidates of this Dual Degree programme shall have to undertake a dissertation work (DW)/ Project/Case Study. The topic of the dissertation work (DW)/ Project/Case Study shall

be allotted at the end of the ninth semester examination. Candidate has to pursue DW/Project/Case Study only after the completion of internship. The topic shall be chosen from current innovative fields of importance. The allotment procedure shall be decided by the MAM department of the Institute.

- (b) The topic of DW/Project/Case Study once decided shall not be changed.
- (c) There will be 06 months internship in 9th Semester.

#### 4.0 Promotion to Higher Semester and Year

A candidate who has been admitted in the DDP programme will be promoted to the higher class in accordance with the following rules:

- 4.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.
- 4.2 To pass a particular subject of the programme the minimum required grade is D. however, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the institute shall always be there. .
- 4.3 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 4.4 The result of final semester shall be declared only if the candidates have fully cleared all the previous semesters.
- 4.5 If a candidate has passed all the subjects of the Programme in 10<sup>th</sup> semester. But has failed to score a minimum CGPA of 5.0 as per the requirement of rule 4.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.
- 4.6 Other than the provision of rule 4.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

#### 5.0 Award of Credits and Grades

- 5.1 Each Programme, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council / Academic Council and the Executive Council. Only approved programmes can be offered during any semester.
- 5.2 A student shall be continuously evaluated for his / her academic (performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, internship, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council / Academic Council and Executive Council of the University.
- 5.3 The distribution of weightage /marks for each component shall be decided by there respective of Board of Study and approved by standing committee of Academic Council and Executive Council of the University subject to such stipulation as given under:

##### (a) Theory Block.

I.	Quizzes, assignments and regularity	10%
ii.	Mid - semester test	20%
iii.	End - semester examination	70%
	<b>Total</b>	<b>100%</b>

## (b) Practical Block

- i. Lab work and performance, Internship, quiz, assignments and regularity - 40%
- ii. End - semester examination. - 60%
- Total - 100%

5.4 Practical training/Internship and project work shall be treated as practical subjects. assignments, quizzes, laboratory work, internship, class work, mid semester test and regularity.

The grades to be used and their numerical equivalents are as under:

## Credit Based Grading System

Grade	% Marks range (Based on absolute Marks system)	Grade Point	Description of performance
A+ >	90-100	10	Outstanding
A >	80-90	9	Excellent
B+ >	70-80	8	Very Good
B >	60-70	7	Good
C+ >	50-60	6	Average
C >	40-50	5	Satisfactory
F	below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average Point (CGPA) shall be as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

Here,  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, n$ , are the number of semesters in that course.

5.5 A candidate on successfully completion of the first Six semesters with minimum CGPA of 5.0, shall be eligible for the award of a Bachelor Degree of Business Administration (BBA) Or A candidate on successfully completion of the first Eight semesters with minimum CGPA of 5.0, shall be eligible for the award of a Bachelor Degree of Business Administration (BBA) with honours.

- 5.6 A candidate who possesses a Bachelor Degree of Business Administration (BBA) of the university shall be eligible for admission to the seventh semester or A candidate who possesses a Bachelor Degree of Business Administration (BBA) Honours of the university shall be eligible for admission to the Ninth semester for the purpose of completing the course, leading to the Master's Degree in Applied Management within maximum duration of this course as per Para, 8.4 of this Ordinance, provided that immediately after the declaration of the results of the final semester examinations and before conferment of the Degree of Master of Applied Management the candidate shall surrender to the university the Bachelor Degree of Business Administration (BBA) / Degree of Business Administration (BBA) honours.

#### 6.0 Condonation of Deficiency

- 6.1 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice- Chancellor in the Dual Degree programme examination.

#### 7.0 Award of Division

- 7.1 Division shall be awarded only after the tenth and final semester examination based on integrated performance of the candidate for all the five years as per following details

The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

Percentage marks scored = CGPA Obtained x 10

#### 8.0 Duration of Programme

- 8.1 There shall be at least fourteen weeks of teaching every semester
- 8.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 8.3 candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 8.4 The maximum duration of the programme shall be ten years. However, for one mercy attempt Ordinance for "Examination General" shall be applicable;

#### 9.0 Merit List

- 9.1 Final merit list of first three (3) candidates in the order of merit shall be declared by the University only after the main examination of the final semester for DDP programme, on the basis of the integrated performance of all the semesters. The merit list shall include the first three candidates securing at least first division and passing all semesters in single attempts.

#### CGPA Score Divisions

7.5 CGPA	First Division with Honors
6.5 CGPA < 7.5	First Division
5.0 CGPA < 6.5	Second Division

#### 10.0 Attendance

- 10.1 Candidates appearing as regular students for any semester examination are required to attend 75 per cent of the lectures delivered and the practical classes held separately in each subject of the programme of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the Head of the department of and Vice-Chancellor of the University, respectively for satisfactory reasons.

#### 11.0 Medium of Instruction.

The medium of instruction and examination shall be English throughout the programme of study.

- 12.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/ Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**

**No. 54 of 2015**

**BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (HMCT)**

**Statutory Body: AICTE, New Delhi**

1. **Eligibility for Admission:**  
10+2 or equivalent qualification, pass with at least 45% marks; relaxation for SC/ST/Other category candidates as per policy of Government of M.P.
2. **Intake:**  
The intake for each course as per statute 28.
3. **Reservation:**  
Reservation shall be applicable as per State Government/University norms.
4. **Duration of the Course:**
  - (a) Duration of the Course leading to the Degree of Bachelor of Hotel Management and Catering Technology (HMCT) shall be of four academic years, spread-over eight semesters i.e., two semesters in each academic year: July to December & January to June, respectively.
  - (b) Maximum duration to complete the course shall be 8 years.
5. **Admission**
  - a) Admissions to HMCT Course shall be based on the merit of the Entrance Test (JEE) / marks in qualifying exams.
  - b) Counseling: List of candidates shall be displayed in the official website of the University, along with time, date and place of counseling. The candidates, short listed for counseling, shall also be informed to this effect through counseling letters.
  - c) In any eventuality, if entrance test is not conducted for some reasons, the admissions shall be made on the merit basis of the performance of the candidates in their qualifying examination (i.e., marks obtained in 10+2 or equivalent)
6. **Course Fee.**
  - a) The course fee, subject to approval of the Regulatory Commission, is to be remitted annually, shall be prescribed by the University from time to time. Information to this effect will be specifically incorporated in the Admission Bulletin/Brochure of the concerned Academic Year. The course fee shall have to be remitted by the students in the beginning of every academic year on duly notified dates. Candidates failing to deposit the fee in time shall be liable for penalty, as prescribed by the university.
  - b) The fee structure laid down in the Admission Bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission in the concerned academic year.
7. **Teaching.**  
In each, except, Eighth Semester, there shall be actual teaching for a minimum of 90 days, excluding admission, preparatory and examination period. The Eighth Semester shall be devoted to Industrial Training and final preparation of Dissertation and Training Report.
8. **Medium of Instruction:**  
Medium of Instruction in HMCT course shall be 'English'. The condition of English medium has been laid-down in view of the industry requirement vis-a-vis better entrepreneurial employment opportunities for the incumbent students.

**9. Attendance**

- (a) Minimum attendance required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due to illness; or participation in university /state/national level sports/extra- curricular activities etc., the following conditions shall apply.
  - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
  - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck off the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

**10. Examination.**

- (a) **Sessional Examination/Internal Assessment:** In every semester, 30 marks shall be assigned for internal assessment/sessional examination, in each theory and practical subject/paper. The subject teacher shall conduct two sessional examinations of 15 marks each, on a date notified at least one week in advance. Students failing to appear in the sessional or obtaining less than 40% marks in the internal assessment of any paper shall not be eligible to appear in concerned semester examination. The department shall have to preserve the records of internal assessment at least for six months from the date of the commencement of the concerned semester examination.
- (b) **Semester Examinations (Written/Theory Examination):** Examination of odd and even semesters shall normally be conducted during the month of December and May, in that order. The question paper will be set by examiners appointed by the Vice-Chancellor on the recommendation of the Board of Studies and Academic Council. The pattern of the question paper will be prescribed and duly notified by the University from time to time. The weightage of each theory paper will be 70 marks.
- (c) **Practical Examinations:**
- (d) Practical examinations may be normally convened before theory examinations. However, in unavoidable circumstances, practical examinations can also be held after theory papers. **Preliminary Industrial Training (Ten Weeks):** The Student shall have to undergo a sixteen weeks preliminary industrial training in a leading hotel/resort property, duly approved by the institute. Though the institute may help the incumbent students in arranging their training in suitable institutions, the sole responsibility, in this context, will rest on the students. .  
They will have to submit a comprehensive training report on the format prescribed by the Department, at least one month before commencement of the examinations. Alongside the training report, candidates shall also have to submit Logbook incorporating details of day-to-day training in clause 7, training is in 8<sup>th</sup> Semester.
- (e) Details of subjects & course curriculum shall be separately prescribed by the scheme of examination proposed by BOS and approval by academic Council.

- 11.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**ORDINANCE**  
**No. 55 of 2015**  
**MASTER OF SCIENCE IN NURSING {M. Sc. (NURSING)}**  
**2 Years Post Graduate Course**  
**Statutory Body: Indian Nursing Council**

**1.0 AIM AND OBJECTIVES**

**1.1 AIM**

The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings

**1.2 OBJECTIVES**

On completion of the two year M.Sc. Nursing programme, that will be able to:

- 1.2.1 Utilize/apply the concepts, theories and principles of nursing science.
- 1.2.2 Demonstrate advance competence in practice of nursing. Practice as a nurse specialist.
- 1.2.3 Practical as a Nurse specialist.
- 1.2.4 Demonstrate leadership qualities and function effectively as nurse educator and manager.
- 1.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research.
- 1.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
- 1.2.7 Establish collaborative relationship with members of other disciplines.
- 1.2.8 Demonstrate interest in continued learning for personal and professional advancement.

**2.0 COURSE STRUCTURE**

The post graduate degree in nursing two year course herein after designated as M. Sc. (Nursing).

The duration of M.Sc. (N) Course shall extend over a period of two years consisting named below:

- i. M.Sc. (N) 1<sup>st</sup> Year
- ii. M.Sc. (N) 2<sup>nd</sup> Year

**3.0 ACADEMIC QUALIFICATION FOR ADMISSION**

- 3.1 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.
- 3.2 The minimum education requirements shall be the passing of B. Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
- 3.3 The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.
- 3.4 Minimum one year of work experience after Basic B.Sc. Nursing.
- 3.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
- 3.6 Candidate shall be medically fit.
- 3.7 5% relaxation of marks for SC/ST/Other category candidates may be given



**4.0 CRITERIA FOR SELECTION**

Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by University or competent authority.

**5.0 COURSE DURATION**

5.1 The complete duration of M.Sc. (N) course shall be two years.

5.2 The duration of each academic year of M.Sc. (N) I & II years shall be not less than 10 month.

5.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

**6.0 COURSE COMMENCEMENT**

6.1 The commencement of 1<sup>st</sup> year M.Sc. (N) shall start during the period of July /August of every year.

6.2 Vacation shall be granted maximum four weeks duration between 2 academic years.

6.3 The subject to be studied in different academic year of M.Sc. (N) shall be as per scheme given as in Subsequent sequence.

**7.0 EXAMINATION**

7.1 The medium of instruction and examination shall be English through out the course of the study.

**7.2 SCHEME OF EXAMINATION****First year**

Subjects	Theory		Practical			
	Hours	Internal	External	Hours	Internal	External
Nursing Education	3	25	75		50	50
Advance Nursing	3	25	75			
Nursing Research and	3	25	75			
Clinical Specialty -1	3	25	75		100	100
<b>Total</b>		100	300		150	150

**Second Year**

Subjects	Theory		Practical			
	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Specialty -11	3	25	75		100	100
<b>Total</b>		50	150		200	200

**7.3 University Examination**

7.3.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

7.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.

7.3.3 The University assessment marks for the theory subjects shall be out of 75 marks.

- 7.3.4 The University assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 Marks.
- 7.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.
- 7.3.6 Candidate who fails in any subject shall be permitted to continue the studies into the second year.
- 7.3.7 The candidate shall not be allowed to appear for the Second year examination till such time that he/she passes all subjects of the first year M. Sc Nursing examination.
- 7.3.8 A candidate failing in more then two subjects will not be promoted to the 2<sup>nd</sup> year.
- 7.3.9 Maximum no. of attempts per subject is three (3) inclusive of first attempt.
- 7.3.10 The practical examination should be done for 4 hours of practical examination per student.
- 7.3.11 Maximum number of students should not exceed more than 10<sup>th</sup> students per day per specialty.
- 7.3.12 The examination should be held in clinical area only for clinical specialties.
- 7.3.13 Maximum number of candidates for all practical examination should not exceed 10 per day.
- 7.3.14 The dissertation examination should be minimum 30 minutes Viva-voce per student.

#### **7.4 Internal Examination**

- 7.4.1 The internal assessment of the students is based on

Techniques	Weightage
• Two test	50
• Assignment	25
• Seminar / presentation	25

- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25 consisting of Nursing Research 15 and Statistics 10 Marks.
- 7.4.4 The Practical examination marks for the internal assessment shall be out of 100 marks except Nursing Education shall be out of 50 Marks.
- 7.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area/ field.

#### **7.5 Supplementary Examination**

- 7.5.1 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).
- 7.5.2 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. There will be another Supplementary Examination at the time of Annual main examination.
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise will be treated as one of the three attempts

#### **7.6 Guidelines for Dissertation**

- 7.6.1 Tentative Schedule for dissertation shall be as follows
- 7.6.1.1 Submission of the research proposal: End of 9th month of 1st year
- 7.6.1.2 Submission of dissertation - Final: End of 9th month of 2nd Year.
- 7.6.2 Qualification of Research Guide

7.6.2.1 Main guide: Nursing faculty / nursing expert in the same clinical speciality holding Ph.D. / M. Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.

7.6.2.2 Co-Guide: A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)

7.6.2.3 Guide: Students Ratio: Maximum of 1:4 (including as co-guide)

7.6.3 There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing

7.6.4 The research topics shall be approved by institutional research committee.

7.6.5 Administrative approval and ethical clearance should be obtained.

## 8.0 CRITERIA FOR PASSING.

8.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

8.2 A candidate has to pass in theory and practical exam separately in each of the paper.

8.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

## 9.0 DIVISION & MERIT

9.1 For declaring the rank aggregate of 2 years marks to be considered.

9.2 Classification of results

- |      |  |                  |
|------|--|------------------|
| i.   | Distinction  | 75% and above    |
| ii.  | First Division   | 60%- below 75% s |
| iii. | Second Division.   | 50% - below 60 % |
| iv.  | 50% pass in each of the theory and practical separately. |                  |

## 11.0 ATTENDANCE

11.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

11.2 A candidate must have 100% attendance in each of the practical area before award of degree.

## 11.0 APPOINTMENT OF EXAMINERS

11.1 Question paper setter / moderator/ head evaluator / Examiner shall have minimum 3 years experience after M. Sc Nursing working in any nursing institute conducting nursing courses can be appointed.

11.2 Practical examiner

One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.

11.3 Evaluation of the Dissertation

11.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.

11.3.2 One internal and one external examiner (outside the University) should evaluate dissertation and jointly conduct viva-voce for each student

11.3.3 For Dissertation Internal examiner should be the guide and external examiner should be Nursing faculty / nursing expert in the same clinical specialty holding Ph.D. / M. Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

**12 REVALUATION / RE-TOTALING**

- 12.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/ or revaluation for the subject(s) applied.
- 12.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

**13.0 CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

- 13.2 Candidate is not able to complete the course within the stipulated time as prescribed in 5.3

OR

- 13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

**14.0 SCHEME OF STUDIES**

- 14.1 Annual schedule of studies

i.	Available	-	52 weeks
ii.	Vacation	-	4 weeks
iii.	Examination	-	2 weeks
iv.	Gazetted holidays	-	3 weeks
v.	Total weeks available	-	43 weeks
vi.	40 hours per week	-	1720 hours
vii.	Total hours for 2 year	-	2440 hours

- 14.2 The subject to study in different academic year of M.Sc. (N) shall be as per the scheme given in subsequent sections.

**Distribution of Hours****FIRST YEAR**

Paper No.	Subject	Theory	Practical
1.	Nursing Education	150	150
2.	Advance Nursing Practice	150	200
3.	Nursing Research and Statistics	150	100
4.	Clinical Speciality -1	150	650
	TOTAL	600	1100

**SECOND YEAR**

No.	Subject	Theory	Practical
5	Nursing Management	150	150
6	Nursing Research (Dissertation)		300
7	Clinical Speciality-II	150	950
	<b>TOTAL</b>	<b>300</b>	<b>1400</b>

\* Clinical Speciality - Medical Surgical Nursing (Cardio Vascular & Thoracic Nursing, Critical Care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nursing, Gastro - Enterology Nursing), Obstetric & Gynecological Nursing, Child Health Nursing (Paediatric), Mental Health Nursing (Psychiatric), Community Health Nursing

**Note:** - Educational visit 2 weeks.

15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final
16. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 56 of 2015****POST BASIC DIPLOMA IN ORTHOPAEDIC & REHABILITATION NURSING****(1 YEAR DIPLOMA COURSE)****Statutory Body: Indian Nursing Council****1.0 AIMS & OBJECTIVES****1.1 AIMS**

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to the patient with Orthopaedic disorders, their families and communities.

**1.2 OBJECTIVES**

- 1.2.1 Describe the concepts and principles of Orthopaedic nursing.
- 1.2.2 Demonstrate skill in providing essential diagnostic Orthopaedic & rehabilitation procedure.
- 1.2.3 Apply nursing process in caring of patients with Orthopaedic disorders.
- 1.2.4 Participate effectively as a member of the health care team.
- 1.2.5 Communicate effectively with patient undergoing surgery and their family members.
- 1.2.6 Participate in rehabilitation programmes.
- 1.2.7 Demonstrate skills in use of orthopaedic and rehabilitation appliances.
- 1.2.8 Make a plan for organization of orthopaedic /rehabilitation units.
- 1.2.9 Conduct research in orthopaedic & rehabilitation Nursing.
- 1.2.10 Teach and supervise nurses and allied health workers.
- 1.2.11 Communicate effectively with patient their families and community.

**2.0 ACADEMIC QUALIFICATION FOR ADMISSION**

- 2.1 Candidate should be a registered Nurse & Midwife (R.N & R.M) or equivalent.
- 2.2 Posses a minimum of one year experience as a staff nurse.
- 2.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

**3.0 CRITERIA FOR SELECTION**

- 3.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 3.2 Admission shall be based on merit of qualifying examination.
- 3.3 Candidate shall be medically fit.

**4.0 COURSE DURATION**

- 4.1 The Duration of post Basic Diploma in Orthopaedic & Rehabilitation Nursing course shall be one academic year including internship.
- 4.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

**5.0 COURSE COMMENCEMENT**

- 5.1 The Commencement of the course shall start during the period of July/Aug of every Year.
- 5.2 Vacation shall be granted maximum two weeks

**6.0 EXAMINATION**

6.1 The medium of instruction and examination shall be English throughout the course of the study.

**6.2 Scheme of Examination**

Subject	Int. Ass. Marks	Ext. Ass. Marks	Total Marks	Duration (In Hr)
<b>A.Theory</b>				
Paper I Clinical Nursing -I	50	150	200	3
Paper II Clinical Nursing-II	50	150	200	3
Paper III Supervision & management , Clinical Teaching ,elementary research & Statistics	50	150	200	3
<b>B.Practical</b>				
Clinical using (Teaching & Supervision to be integrated)	100	100	200	-
<b>Grand Total</b>	<b>250</b>	<b>550</b>	<b>800</b>	<b>-</b>

**6.3 Internal Examination**

6.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

6.3.2 The internal assessment marks shall be on the basis of two term examination and one pre university examination class tests theory and practical assignments and clinical performance.

6.3.3 The assessment marks for theory subject shall be as per scheme of examination.

6.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

6.3.5 In case candidate fails in any subjects there shall be provision of improvement in internal assessment marks shall be provision of improvement in internal assessment marks and those marks shall be consider in subsequent examinations.

**6.4 University Examination**

6.4.1 There shall be an annual university examination at the end of academic session in the month of May /June.

6.4.2 There shall be supplementary examination in the month of Sep./Oct.

6.4.3 The candidate who fails in supplementary examination they can reappear in main examination.

6.4.4 The practical examination shall be held in respective clinical area.

**7.0 CRITERIA FOR PASSING**

7.1 Minimum passing marks shall be 50% in each of the theory (i.e internal assessment and university examination taken together) and practical (i.e internal assessment and university examination taken together) papers separately.

7.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

7.3 If a candidate fails in any number of subject in main examination he/she will be considered as supplementary candidate in subsequent examination.

- 7.4 Grace marks up to a maximum of 5 marks may be awarded to students who have failed in two subjects but passes in all other subjects. However the total marks obtained should not be altered.

## 8.0 DIVISION, MERIT & CERTIFICATION

- 8.1 The division shall be awarded on the following basis

Distinction -75% and above (First Attempt only)

First Division -60% and above and below 75%

Second division-less than 60%

Pass-Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

- 8.2 The merit shall be awarded on the basis of the grand total marks.

- 8.3 The title of certification shall be Post Basic Diploma In Orthopaedic and Rehabilitation Nursing.

## 9.0 ATTENDANCE

- 9.1 A candidate must have minimum of 80% attendance in each paper for appearing in university examination.

- 9.2 The candidate should make up 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

## 10.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following rules.

- 10.1 Question paper setter / moderator/ evaluator/ practical examiner shall be M.Sc. Nursing in Medical Surgical Nursing with minimum with minimum 1 years teaching experience or Post Basic Diploma in Orthopedic & Rehabilitation Nursing with 2 years of teaching experience working in any nursing institute. The Panel of the entire above mentioned category shall be submitted by Dean- Faculty of nursing.

- 10.2 One internal and one external examiner should jointly conduct practical examination for each student.

## 11.0 REVALUATION / RE-TOTALING

- 11.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance or a prescribed fee, shall permit a recounting of marks and / or revaluation for the subject(s) applied.

- 11.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

## 12.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution if;

Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

Candidate is not able to complete the course within the stipulated time as prescribe in para 4.2

OR

Candidate is found involved in serious breach of discipline in the institution or in the University campus.



**13.0 SCHEME OF STUDIES****13.1 Annual schedule of studies**

1	Teaching: Theory & Clinical Practice	42 weeks
2	Internship	4 weeks
3	Examination (including preparatory leave)	2 weeks
4	Vacation	2 weeks
5	Public Holidays	2 week
	<b>Grand total</b>	<b>52 weeks</b>

13.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

**DISTRIBUTION OF HOURS**

Subjects	Theory	Practical
1.Clinical Nursing- I(Inclusive of foundation courses)	155 Hrs	Integrated
2.Clinical Nursing- II	155 Hrs	Clinical Practice
3.Supervision and management, Clinical Teaching,Elementry Research and Statistics i) Supervision and management ii) Clinical Teaching iii) Research and Statistics	30Hrs 30Hrs 30Hrs	1280Hrs
4.Internship		160Hrs
<b>Total</b>	<b>400Hrs</b>	<b>1440Hrs</b>

1	Hours distribution for theory and practice	42 weeksx40hrs/week=1680hrs
2	Block classes	4 weeksx40hrs/week=160hrs
3	Integrated theory & clinical practice	38 weeksx40hrs/week=1520hrs
4	Theory 400 hrs)* Theory 6 hours/week	38weeksx6hrs/week=228hrs
5	Clinical experience 34 hours / weeks	38 weeksx34hrs/week=1292hrs
6	Internship	4 weeksx40hrs/week=160hrs

**13.3 Clinical Experience**

Clinical experience must be provided as per the stipulated clinical hours.

The student should be posted in - Orthopaedic & Rehabilitation unit for 38 weeks including two weeks evening and two weeks night.

Orthopaedic ward:	—	12 weeks
Neuro Surgical ward	—	4 weeks
OT	—	6 weeks
Physiotherapy unit	—	4weeks
Rehabilitation unit	—	4 weeks
Emergency and Trauma unit	—	4 weeks
Ortho OPD'S	—	4 weeks

14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final
15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh/Indian nursing Council.

**DR. APJ ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE**

No. 57 of 2015

**POST BASIC DIPOMA IN NEONATAL NURSING****(1 YEAR DIPLOMA COURSE)****Statutory Body: Indian Nursing Council****1.0 AIMS & OBJECTIVES****1.1 AIMS**

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to neonates, their families and communities.

**1.2 OBJECTIVES**

- 1.2.1 Describe the concepts and principles of neonatal nursing.
- 1.2.2 Communicate effectively and foster actively a family child relationship.
- 1.2.3 Demonstrate skill in providing essential newborn care.
- 1.2.4 Perform neonatal advance life support skills.
- 1.2.5 Apply nursing process in caring of neonates receiving intensive care.
- 1.2.6 Participate effectively as a member of the health care team.
- 1.2.7 Organize and demonstrate skills in a management of neonatal service.
- 1.2.8 Make a plan for organization of neonatal unit.
- 1.2.9 Conduct research in areas of neonatal Nursing.
- 1.2.10 Teach and supervise nurses allied health workers.

**2.0 ACADEMIC QULIFICATION FOR ADMISSION**

- 2.1 Candidate should be a registered Nurse & Midwife (R.N & R.M) or equivalent.
- 2.2 Posses a minimum of one year experience as a staff nurse.
- 2.3 Candidate from other countries must obtain an equivalence certificate from INC before admission.

**3.0 CRITERIA FOR SELECTION**

- 3.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 3.2 Admission shall be based on merit of qualifying examination.
- 3.3 Candidate shall be medically fit.

**4.0 COURSE DURATION**

- 4.1 The Duration of post Basic Diploma in Neonatal Nursing course shall be one academic year including internship.
- 4.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

**5.0 COURSE COMMENCEMENT**

- 5.1 The Commencement of the course shall start during the period of July/Aug of every Year.
- 5.2 Vacation shall be granted maximum two weeks.

## 6.0 EXAMINATION

6.1 The medium of instruction and examination shall be English throughout the course of the study.

### 6.2 Scheme of Examination

SUBJECT	INT ASS. MARKS	EXT ASS. MARKS	TOTAL MARKS	DURATION (IN HR)
A.Theory	50	150	200	3
Paper I Clinical Nursing –I				
Paper II Clinical Nursing-II	50	150	200	3
Paper III Supervision & management, Clinical Teaching, Elementary research & Statistics	50	150	200	3
B.Practical	100	100	200	-
Clinical Nursing(Teaching & Supervision to be integrated)				
Grand Total	250	550	800	-

### 6.3 Internal Examination

6.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

6.3.2 The internal assessment marks shall be on the basis of two term examination and one pre university examination, class tests theory and practical assignments and clinical performance.

6.3.3 The Internal assessment marks for theory subject shall be as per scheme of examination.

6.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

6.3.5 In case candidate fails in any subjects there shall be provision of improvement in internal assessment marks and those marks shall be considered in subsequent examinations.

### 6.4 University Examination

6.4.1 There shall be an annual university examination at the end of academic session in the month of May /June.

6.4.2 There shall be supplementary examination in the month of Sep./Oct.

6.4.3 The Candidate who fails in supplementary examination they can reappear in main examination.

6.4.4 The practical examination -shall be held in respective clinical area.

## 7.0 CRITERIA FOR PAASING

7.1 Minimum passing marks shall be 50% in each of the theory (i.e internal assessment and university examination taken together) and practical (i.e internal assessment and university examination taken together) papers separately.

7.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper both theory and practical.

7.3 If a candidate fails in any number of subject in main examination he/she will be considered as supplementary candidate in subsequent examination.

- 7.4 Grace marks up to a maximum of 5 marks may be awarded to students who have failed in two subjects but passes in all other subjects. However the total marks obtained should not be altered.

## 8.0 DIVISION, MERIT & CERTIFICATION

- 8.1 The division shall be awarded on the following basis»

Distinction -75% and above (First Attempt only)

First Division -60% and above and below 75%

Second Division-less than 60%

Pass shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

- 8.2 The merit shall be awarded on the basis of the grand total marks.

- 8.3 The title of certification shall be Post Basic Diploma In Neonatal Nursing.

## 9.0 ATTENDANCE

- 9.1 A candidate must have minimum of 80% attendance in each paper for appearing in university examination.

- 9.2 The candidate should make up 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

## 10.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following rules.

- 10.1 Question paper setter / moderator/ evaluator/ practical examiner shall be M.Sc. Nursing in Medical Surgical Nursing p with minimum 1 years teaching experience or Post Basic Diploma in neonatal nursing with 2 years of teaching experience working in any nursing institute. The Panel of the entire above mentioned category shall be submitted by Dean – Faculty of nursing.

- 10.2 One internal and one external examiner should jointly conduct practical examination for each student.

## 11.0 REVALUATION / RE-TOTALING

- 11.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance or a prescribed fee, shall permit a recounting of marks and /or revaluation for the subject(s) applied.

- 11.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the DR. APJ ABDUL KALAM UNIVERSITY, INDORE.

## 12.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution if;

- 12.1 Candidate is not found qualified as per INC/State Government norms and guideline the eligibility criteria prescribed by the University.

OR

- 12.2 Candidate is not able to complete the course within the stipulated time as prescribe in para 4.2

OR .

12.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

### 13.0 COURSE OF STUDIES

#### 13.1 Distribution of the course

1	Teaching: Theory & Clinical Practice	42 weeks
2	Internship	4 weeks
3	Examination (including preparatory leave)	2 weeks
4	Vacation	2 weeks
5	Public Holidays	2 weeks
	<b>Grand total</b>	<b>52 weeks</b>

13.2 The subject of study in academic year shall be as per the scheme given in subsequent section.

#### COURSE OF STUDIES

Subjects	Theory	Practical
1.Clinical Nursing- I(Inclusive of foundation courses)	155 Hrs	Integrated
2.Clinical Nursing- II	155 Hrs	Clinical Practice
3.Supervision and management, Clinical Teaching,Elementry Research and Statistics i) Supervision and management ii) Clinical Teaching iii)Elementry Research and Statistics	30Hrs 30Hrs 30Hrs	1280Hrs
4.Internship		160Hrs
<b>Total</b>	<b>400Hrs</b>	<b>1440Hrs</b>

1	Hours distribution for theory and practice	42 weeksx40hrs/week=1680hrs
2	Block classes	4 weeksx40hrs/week=160hrs
3	Integrated theory & clinical practice	38 weeksx40hrs/week=1520hrs
4	Theory 400 hrs)* Theory 6 hours/week	38weeksx6hrs/week=228hrs
5	Clinical experience 34 hours / weeks	38 weeksx34hrs/week=1292hrs
6	Internship	4 weeksx40hrs/week=160hrs

**13.3 Clinical Experience**

Clinical experience must be provided as the stipulated clinical hours.

The student should be posted in Neonatal Service unit for 38 weeks including two weeks evening and two weeks night.

Labour room	-	4 weeks
Postnatal ward	-	4 weeks
Newborn Unit – NICU	-	24 weeks
Pediatric Surgery NICU	-	2 weeks
Community /follow-up/clinic	-	4 weeks

14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final
15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government/Indian Nursing Council.

**DR. APJ ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 58 of 2015****POST BASIC DIPOMA IN OPERATION ROOM NURSING****(1 YEAR DIPLOMA COURSE)****Statutory Body: Indian Nursing Council****1.0 AIMS & OBJECTIVES****1.1 AIMS**

Prepare nurses with advanced knowledge, clinical skills and attitude in necessary to function effectively as a member of operation room surgical team (Operation room/ preoperative nursing include immediate pre, intra and immediate post operative nursing).

**1.2 OBJECTIVES**

- 1.2.1 Describe the concepts and principles of operation room nursing.
- 1.2.2 Communicate effectively with patients under going surgery and their family members.
- 1.2.3 Perform advance life support skills.
- 1.2.4 Apply nursing process in caring of patients under going surgery.
- 1.2.5 Participate effectively as a member of the health care team.
- 1.2.6 Make a plan for organization of operation room.
- 1.2.7 Conduct research in operation room Nursing.
- 1.2.8 Teach and supervise nurses and allied health workers.

**2.0 ACADEMIC QUALIFICATION FOR ADMISSION**

- 2.1 Candidate should be a registered Nurse & Midwife (R.N & R.M) or equivalent.
- 2.2 Posses a minimum of one year experience as a staff nurse.
- 2.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

**3.0 CRITERIA FOR SELECTION**

- 3.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 3.2 Admission shall be based on merit of qualifying examination.
- 3.3 Candidate shall be medically fit.

**4.0 COURSE DURATION**

- 4.1 The Duration of Post Basic Diploma in Operation Room Nursing course shall be one academic year including internship.
- 4.2 The maximum period to complete the course successfully should not exceeds 2 years from the date of admission.

**5.0 COURSE COMMENCEMENT**

- 5.1 The Commencement of the course shall start during the period of July/Aug of every Year.
- 5.2 Vacation shall be granted maximum two weeks.

**6.0 EXAMINATION**

- 6.1 The medium of instruction and examination shall be English throughout the course of the study.



**6.2 Scheme of Examination.**

Subject	In Ass. Marks	Ext. Ass Marks	Total Marks	Duration (In Hr.)
<b>A.Theory</b>				
Paper I Clinical Nursing-I	50	150	200	3
Paper I Clinical Nursing-II	50	150	200	3
Paper III Supervision & management, Clinical Teaching, Elementary research & Statistics	50	150	200	3
<b>B.Practical</b>				
Clinical Nursing (Teaching & Supervision to be intergrated )	100	100	200	-
Grand Total	250	550	800	-

**6.3 Internal Examination**

- 6.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.
- 6.3.2 The internal assessment marks shall be on the basis of two term examination and one pre university examination, class tests theory and practical assignments and clinical performance.
- 6.3.3 The Internal assessment marks for theory subject shall be as per scheme of examination.
- 6.3.4 A candidate should obtain minimum 50%marks separately in internal assessment.
- 6.3.5 In case candidate fails in any subjects there shall be provision of improvement in internal assessment marks and those marks shall be considered in subsequent examinations.

**6.4 University Examination**

- 6.4.1 There shall be an annual university examination at the end of academic session in the month of May /June.
- 6.4.2 There shall be supplementary examination in the month of Sep./Oct.
- 6.4.3 The Candidate who fails in supplementary examination they can reappear in main examination.
- 6.4.4 The practical examination shall be held in respective clinical area.

**7.0 CRITERIA FOR PASSING**

- 7.1 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.
- 7.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

7.3 If a candidate fails in any number of subject in main examination he/she will be considered as supplementary candidate in subsequent examination.

7.4 Grace marks up to a maximum of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

## 8.0 DIVISION, MERIT & CERTIFICATION

8.1 The division shall be awarded on the following basis-

Distinction -75% and above (First Attempt only) .

First Division -60% and above and below 75% .

Second division-less than 60%.

Pass- Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

8.2 The merit shall be awarded on the basis of the grand total marks.

8.3 The title of certification shall be Post Basic Diploma In Operation Room Nursing.

## 9.0 ATTENDANCE

9.1 A candidate must have minimum of 80% attendance in each paper for appearing in university examination.

9.2 The candidate should make up 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

## 10.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following rules.

10.1 Question paper setter / moderator/ evaluator/ practical examiner shall be M.Sc. Nursing in Medical Surgical Nursing with minimum with minimum 1 years teaching experience or Post Basic Diploma in operation room nursing with 2 years of teaching experience working in any nursing institute. The Panel of the entire above mentioned category shall be submitted by Dean- Faculty of nursing.

10.2 One internal and one external examiner should jointly conduct practical examination for each student.

## 11.0 REVALUATION / RE-TOTALING

11.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance or a prescribed fee, shall permit a recounting of marks and/ or revaluation for the subject(s) applied.

11.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and Regulation of the DR. APJ ABDUL KALAM UNIVERSITY, INDORE.

## 12.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution if;

12.1 Candidate is not found qualified as per INC/State Government norms and guidelines the eligibility criteria prescribed by the University.

OR

12.2 Candidate is not able to complete the course within the stipulated time as prescribe in para 4.2

OR

12.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

### 13.0 SCHEME OF STUDIES

#### 13.1 Annual schedule of studies

1	Teaching: Theory & Clinical Practice	42 weeks
2	Internship	4 weeks
3	Examination (including preparatory leave)	2 weeks
4	Vacation	2 weeks
5	Public Holidays	2 weeks
	<b>Grand total</b>	<b>52 weeks</b>

13.2 The subject of study in academic year shall be as per the scheme given in subsequent section.

#### DISTRIBUTION OF HOURS

	Subject	Theory	Practical
1	Clinical Nursing I (Inclusive of foundation courses)	155 Hrs	Integrated Clinical Practice 1280 Hrs)
2	Clinical Nursing- II	155 Hrs	
3	Supervision & Management Clinical Teaching, Elementary Research & Statistics i Supervision and Management ii Clinical Teaching iii Elementary Research & Statistics	30 Hrs 30 Hrs 30 Hrs	
4	Internship		160 Hrs
	<b>Total</b>	<b>400 Hrs.</b>	<b>1440Hrs.</b>

1	Hours distribution for theory and practice	42 weeksx40hrs/week=1680hrs
2	Block classes	4 weeksx40hrs/week=160hrs
3	Integrated theory & clinical practice	38 weeksx40hrs/week=1520hrs
4	Theory 400 hrs)* Theory 6 hours/week	38weeksx6hrs/week=228hrs
5	Clinical experience 34 hours / weeks	38 weeksx34hrs/week=1292hrs
6	Internship	4 weeksx40hrs/week=160hrs

**13.3 Clinical Experience**

Clinical experience must be provided as the stipulated clinical hours.

The student should be posted in - Operation room unit for 38 weeks including two weeks evening and two weeks night.

Gastrointestinal	-	4 weeks
Nephro and urosugery	-	4 weeks
Neurosurgery	-	4 weeks
Cardiovascular & thoracic	-	4 weeks
Orthosurgery	-	4 weeks
ENT	-	2 weeks
Ophthalmic	-	2 weeks
Gyne. And Obstetrical	-	4 weeks
Paediatric Surgery	-	4 weeks
Burns And Plastic	-	4 weeks
Dental	-	4 weeks

14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final
15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh/Indian Nursing Council.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 59 of 2015****BACHELOR OF MEDICAL LABORATORY TECHNOLOGY (BMLT)****3 YEAR DEGREE COURSE****Statutory Body: Paramedical Council of India****1.0 AIMS AND OBJECTIVES****1.1 AIMS**

- 1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.
- 1.1.2 To provide students with an overview of various medical laboratory procedures.

**1.2 OBJECTIVES**

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.
- 1.2.2 To perform routine and special laboratory investigations.
- 1.2.3 To introduce quality control system in laboratory.

**2.0 COURSE STRUCTURE**

- 2.1 The Degree in Medical Laboratory Technology of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.
- 2.2 Duration of the course: The Bachelor of Medical Laboratory Technology is a three year regular degree course, named below:
  - a. BMLT - I year
  - b. BMLT- II year
  - c. BMLT- III year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in BMLT, course shall have to complete the course within the maximum permissible duration of 6 years, from the date of admission.

**3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION**

- 3.1 Admission to the First year-in B.Sc. in Medical Laboratory Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.
- 3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall be also considered for eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 30<sup>th</sup> November of the concerned academic session.
- 3.4 Selection Criteria: The admission in BMLT- First Year shall be based on the merit of the qualifying examination.

**Or**

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from authorized hospital, for physical fitness.

- 3.6 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

#### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of August/September of every academic year.

#### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year). The medium of Instruction and Examination shall be English throughout the course of the study.

##### 5.1 Attendance

- 5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered -and of the practical classes held separately in each subject of the course of the study.

- 5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

##### 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

##### 5.3 Internal Assessment

The internal assessment for each subject of each academic year shall carry 100 marks.

##### 5.4 University Examination; Theory & Practical

###### 5.4.1 Written Examination.

a. The Main Examination shall be held on yearly basis for all the three years respectively.

b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/November. The succeeding examination shall be held within 6 months.

##### 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting one examiner will be an external, minimum an Assistant Professor with 3 years of post PG teaching experience in the concerned subject.

- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years of post PG teaching experience in the concerned subject.

- 5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years of post PG teaching experience.

- 5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of post PG teaching experience shall be the Internal-Cum-Convener examiner for the examinations.

##### 5.6 Criteria for Passing

In each subject/head (theory and practical);

- 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.
- 5.6.2 Each theory paper and practical will be treated as separate subject/head for the passing.
- 5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the fail subjects before appearing the next year examination.

#### 5.7. Division and Merit List

- 5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination.

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

- 5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 5.8 Three Months Compulsory Rotatory Clinical Training.

For BMLTIII year students, three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of Medical Laboratory attached with minimum 100 bedded hospital.

For this exercise the students may require to spend three months in rotation with at least four following labs:

- Clinical Biochemistry Lab
- Clinical Microbiology Lab.
- Pathology and/ or Haematology Lab.
- Blood Banking The Laboratory training The Laboratory should cover the following terms:

The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Student: Technician ratio will be 1:5.

- Student seeking training outside the campus must obtain a MCC from the HOI prior to the program.
- Minimum 50-70. hrs is mandatory for each of the above mention Laboratories.
- Student should obtain Training Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the-Institute for qualifying III year University Examination.
- Any absenteeism misconduct, poor performance etc may require extension the program on the recommendation of the HOD.

#### 6.0 REVALUATION / RE-TOTALING

- 6.1 Student may apply for Re-valuation and/or Re-totaling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

- 6.1.1 Student may go for all the appeared subjects of that session for Re-valuation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

**7.0 CANCELLATION OF ADMISSION**

- 7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:
- 7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- 7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

**8.0 GRACE MARKS**

- 8.1 Award of Grace Marks shall be considered in Theory examinations, up to two subjects only when a student is likely to pass the whole examination with the help of Grace Marks.
- 8.2 Grace marks shall not exceed a Maximum of 5 marks under any circumstances in an examination.
- 8.3 The grace marks shall not be added to the aggregate of subject/ examination.
- 8.4 The Grace marks shall not be awarded in Dissertation/ Practical examination.
- 9.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Dean faculties. The decision of the Vice-Chancellor shall be final.



**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 60 of 2015****General Nursing & Midwifery (GNM) Programme****Statutory Body: Indian Nursing Council****1. Admission to the Course:**

Admission to the GNM course shall be made in accordance to the Norms of Indian Nursing Council.

**2. Admission Schedule and Receipt of Fees:**

The admission schedule including last date for the receipt of admission forms and fees shall be fixed by the Vice-Chancellor from time to time.

**3. Eligibility for Admission:**

The eligibility criteria for admission shall be as under:

- i. Minimum and Maximum age for admission will be 17 and 35 years. There is no age bar for ANM/LHV.
- ii. Minimum education:
  - a. 10+2 class passed preferably Science (PCB) & English with aggregate of 40% marks
  - b. 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English core/English Elective or Healthcare Science-Vocational stream ONLY, passing out from recognized Board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board with 40% marks.
  - c. 10+2 vocational ANM under CBSE Board or other equivalent board from the school and recognized by Indian Nursing Council with 40% marks.
  - d. Registered as ANM with State Nursing Registration Council.
- iii. Student shall be medically fit.
- iv. Students qualified in 10+2 Arts or Science examination or Health care Science- Vocational stream only conducted by National Institute of Open School with 40% marks.
- v. Student shall be admitted once in a year.
4. Criteria for Selection
  - 4.1 The candidate who fulfill the aforesaid academic qualification for admission.
  - 4.2 Admission shall be based on merit of qualifying examination.
  - 4.3 Candidate shall be medically fit.
  - 4.4 There shall be no upper age limit for admission for trained Registered nurses.
5. Duration of the Course:
  - i. The duration of the course shall be three and half years with Internship.
  - ii. Maximum period to complete the course successfully should not exceed six years from the date of admission.
6. Course Commencement
  - 6.1 The commencement of first year GNM shall start during the period of July/August of every year.
  - 6.2 Vacation shall be granted to the student as per Indian Nursing Council guideline.

- 6.3 The subject to be studied in different academic year of GNM shall be as per scheme given as in subsequent section.
7. Syllabus:  
Syllabus of the course of GNM will be as per guidelines of Indian Nursing Council and as approved by the Board of Studies/Academic Council.
8. Clinical Postings:  
Clinical postings will be according to master rotation plan in different clinical areas of hospital & community.
9. Examinations:  
The examinations shall be held as per Scheme of Examinations as approved by the Board of Studies/ Academic Council of the University.  
The medium of instruction and examination shall be English through out the course of study.
- 9.1 There shall be one annual University Examination at the end of each academic year in the month of May/June.
- 9.2 The external Examination for practical subject shall be as per the scheme of Examination
- 9.3 A minimum of 50% marks in theory and practical is required to clear the Examination.
- 9.4 A Candidate has to secure minimum of 33% in English (qualify examination). The obtained marks shall be not be added in grand total.
- 9.5 Maximum number of students for practical examination should not exceed beyond 15-20 per day.
- 9.6 All practical examinations must be held in the respective clinical areas.
- 9.7 The duration of theory examinations shall be Three hours. .
- 9.8 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.
- 9.9 Supplementary Examination:  
There will be only one mid-session Supplementary Examination by the University generally held in the month of September/October of each year. However those who clear the supplementary exam, will appear in the
- 9.10 Internal Examination
  - 9.10.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.
  - 9.10.2 Internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignment and clinical performance.
  - 9.10.3 The internal assessment marks for the theory subjects shall be out of 25 marks.
  - 9.10.4 The internal assessment marks for the practical shall be out of 50 marks. . .
  - 9.10.5 A candidate has to secure minimum of 50% marks in internal examination for qualifying/appearing in the external examination.
  - 9.10.6 In case a candidate fails in any subjects there shall be provision of improvement in internal assessment marks and those marks will be considered in subsequent examinations.
10. Criteria for passing.
  - 10.1. A Candidate has to pass in theory and practical exam separately in each subject.

- 10.2 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.
- 10.3 A candidate has to secure minimum of 33% in qualifying subject (English) for passing.
- 10.4 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
- 10.5 A Candidate failing in any number of subjects will be promoted to the next year but the duration of completion shall not exceed then 6 years.
- 10.6 Grace marks up to a maximum of 5 marks may be awarded to students who have fail in two subjects but passed in all other subjects.
- 11. Division & Merit**
- |                 |  |
|-----------------|--|
| Distinction     | - 75% and above in any subject (First attempt only)                                      |
| First Division  | - 60% and above in the aggregate of marks of all main subject.                           |
| Second Division | - 50% and above but less than 60% in the aggregate of Marks of all main subjects.        |
| Pass            | - Shall be awarded to the candidate passing with Supplementary or more than one attempt. |
- 12. Setting of Question Papers:**
- The examiner(s) will set the question papers as per criteria laid down in the Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.
- 13. Eligibility to Appear in the Examinations:**
- The following regular students shall be eligible to appear in the examination:
- The student should bear a good moral character.
  - The student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical of the each subject for appearing in the examination.
  - The student must have 100% attendance in each of the practical areas before award of Diploma in GNM.
  - The student must secure at least 50% marks of the total marks fixed for internal assessment in each subject, separately.
- 14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final**
- 15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.**

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 61 of 2015****FOUR YEARS BACHELOR OF SCIENCE IN AGRICULTURE****Statutory Body: Indian Council of Agriculture Research****1. Title of the Degree:****Bachelor of Science in Agriculture B.Sc. (Ag)****2. Duration of the Course:****Four Years (Eight semesters)****3. Eligibility for Admission:****Candidates who have passed duly recognized following examination:-****Final examination of the 10+2 system by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.****Or****H.S.C. Vocational Examination by any recognized Central/State Board or Senior Secondary School Examination conducted by the National/any state open schooling with a minimum of five subjects of relevant and required fields.****Or****Any Public School/ Board/ University examination in India or in any foreign country recognized as equivalent to 10+2.****Or****Final Examination of the two year course of the Joint Services Wing of the National Defense Academy.****Or****General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level.****Or****Any other examination equivalent to 10+2 by Central/State Government.****&****Candidate with Agriculture Stream/Physics, Chemistry, Mathematics/Physics, Chemistry, Biology/Physics, Chemistry, Biotechnology/Physics, Chemistry, Computer Science or any other suitable combination of subjects should have passed in all the subjects with minimum requirement, as prescribed by the UGC/other concerned Regulatory Bodies ICAR.****Relaxation for SC/ST/other as per Govt. of Madhya Pradesh rules.****Note: Candidate who is appearing, or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.****4. Eligibility for Admission to NRI/Other privileged Candidates:-****Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.**

**5. Admission Procedure:**

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/Group Discussion/ Personal Interview or through Counseling or the University may also use the score card of various Institute/Board/other Professional Bodies/Organizations or any other mode as decided by the UGC/other Regulatory Bodies ICAR and Govt. of M.P. from time to time.

**6. Branch/Specialization Distribution:**

Admission to the particular branch/Specialization of study shall be as decided by the University on the basis of counseling/ personal interview.

**7. Intake:**

The intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body mainly ICAR.

**8. Academic cycle/year:**

There will be one/two academic cycle for these courses every year like summer & winter as decided by the University.

**9. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of ICAR.

**10. Medium of Instruction:**

The medium of instruction and examination shall be English and Hindi.

**11. Examination:**

a.) Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.

b.) The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**12. Eligibility for Degree:**

a) A student shall be declared to be eligible for award of the degree if he/she has:

b) Registered and successfully completed all the core courses, optional courses, practical/Lab classes, including seminars, workshops, presentations, Group discussion, Field Work/Training, Industrial Visit, Educational Tour, Extension Science, Project Work/Dissertation or Thesis and other assignments etc where ever applicable.

c) Successfully acquired the minimum required the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable;

d) Earned the specified credits in all the categories of subjects if applicable;

e) Secured a minimum CGPA of 4.5 or 45% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

i. No dues to the University, Hostels, Libraries, NCC/NSS etc; and

ii. No disciplinary action is pending against him/her.

In addition to the conditions prescribed for passing (as above), the B.Sc.-Ag (Honours) students must maintain an average of 6.0 or 60% in aggregate overall and acquire stipulated additional credits in addition to minimum required credits for award of B.Sc. — Ag Degree as stipulated in regulations. Otherwise, they will be awarded only B.Sc.-Ag degree.

**13. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**14. Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of B.Sc.-Ag Degree ordinarily within a maximum period of Eight year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**15. General Instruction:**

i.) The admission to the B.Sc.-Ag courses shall be governed in Accordance and provisions with the rules/Directives of UGC/relevant Regulatory Body mainly ICAR or any other competent authority of the Govt. of India/State Government as amended time to time.

ii.) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly ICAR or any other competent authority of the Govt. of India/State Government as amended time to time.

- 16.** At present in the faculty of Agriculture Sole & Technology, degree of B.Sc. - Ag shall include the branches/Specialization of Agronomy, Agriculture, Economics, Horticulture, Entomology, Agriculture Extension, Plant Breeding & Genetics, Plant Pathology, Plant Psychology, Soil Science, Seed Science & Technology, Agriculture Biotechnology, Agriculture Engineering, Floriculture etc. The list of various Branches/specializations of B.Sc.-Ag course shall include the current courses/programmes. However, the graduate degree Programmes/Courses in Agriculture/Agriculture related/allied streams like, B.Sc. (Horticulture), B.Sc. (Floriculture), B.Sc. (Food Technology), B.Sc. (Agriculture Biotechnology), B.Sc.(Sericulture) etc. and B.Sc.(Ag.)/B.Sc.-Ag (Hons.) Programmes with their various Honours Courses shall run and governed through this ordinance.

The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

- 17.** These programmes are offered by the Faculty of Agriculture Science & Technology recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.

**18. General**

The University shall also offer more number of Bachelor degree programmes with various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaborations with or tie-up with other Educational or Academic Institute/Organizations/Universities/Research Organizations/Industries and duly approved by the Private University Regulatory Commission.

- 19.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 62 of 2015****FOUR YEARS OF BACHELOR OF TECHNOLOGY****(AGRICULTURE)****Statutory Body: AICTE****1. Title of the Degree:**

Bachelor of Technology in Agriculture – B. Tech (Ag)

**2. Duration**

The duration of these courses of study shall extend over four year (eight semesters).

**3. Number of Seats & Fees**

The Fees for each course shall be decided by Board of Management of university and the number of seats in each course will be as per statute 28

**4. Academic Year**

The Course shall be commence from the month of July — August of every academic year.

**5. Eligibility**

Candidates seeking admission to these courses must have the required qualification as prescribed by the AICTE/Competent Authority from any recognized university or an equivalent body. Relaxation for SC/ST/OBC as per Govt. of Madhya Pradesh rules.

**Admission to First Semester**

- i. Candidates who have passed Final examination of the 10+2 system with PCM/PCB/Agriculture conducted by any recognized Central/State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

**OR**

- ii. Final Examination of the two year course of the Joint Services Wing of the National Defense Academy.

**OR**

- iii. General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

**OR**

- iv. Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.

**OR**

- v. H.S.C. Vocational Examination.

- vi. Senior Secondary School Examination conducted by the National Open Schooling with a minimum of five subjects.

**6. Admission to Third Semester (Lateral Entry to 2nd Year)**

- i. Passed in Diploma examination in Agricultural engineering.
- ii. Passed B.Sc. Degree from a recognized University as defined by UGC.

- iii. Provided that in case of students belonging to B.Sc. Stream, shall clear the subjects of Engineering Graphics/Engineering Drawing and Engineering Mechanics of the first year engineering program along with the second year subjects.
- iv. Provided further that students belonging to B.Sc. Stream shall be considered only after filling the supernumerary seats in this category with students belonging to the Diploma stream.
- v. Provided further that students, who have passed Diploma in Agriculture Engineering & Technology or B.Sc. Degree from a recognized University as defined by UGC, shall also be eligible for admission to the second year Engineering Degree courses subject to vacancies in the first year in case the vacancies at lateral entry are exhausted. However the admissions shall be based strictly on the eligibility criteria as mentioned in 5 (i), (ii), (iv), (v) and (vi) above.

#### 7. Admission to NRI Candidate

Non-Resident Indian (NRI) candidates shall also be eligible for admission to B.Tech as according to the directives of the Government of Madhya Pradesh.

#### 8. Admission Procedure as per Govt. of M.P.

Admission under these courses will be made as follows:

- i. The university will issue admission notifications and process at the time of admission before the start of every cycle.
- ii. The University may conduct its own entrance examination for admission to its engineering courses and prepare the merit list on the basis of exam result.
- iii. The university may prepare merit list of candidates who have applied for admission on the basis of merit list prepared by State Level/National Level Authority for admissions to B. Tech (Agriculture)
- iv. The University may prepare merit list based on clause 5.
- v. List of candidates provisionally selected for admission/short listed based on merit will be displayed on the notice board of the University/University's website/or the students will be informed directly.
- vi. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally as per the process decided by the academic council. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- vii. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

Admission rules as framed by the University shall be applicable for all admissions from time to time.

#### 9. Merit List

Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.

Final merit list shall be declared by the University only after the main examination of the eighth and final semester for each degree, on the basis of the integrated performance of all the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.



**10. Course Structure**

The B. Tech courses in semester system shall consist of :

- i. Such courses (papers) as prescribed by the University.
- ii. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
- iii. Such Scheme of examination as prescribed, by the University from time to time.

The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and/or marking scheme of the course after the due approval of Vice-Chancellor.

**11. Medium of Instructions and Examinations**

The medium of instructions and examinations shall be either Hindi or English throughout the course of study.

**12. Maximum Duration of Completion of Course**

A candidate has to complete the entire course of B. Tech. degree within a maximum period of eight years from the session of first admission.

**13. Examination**

- a.) Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned. Board of Studies with due approval of Academic Council.
- b.) The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14. Reservation:**

The Reservation to SC/ST/Other Category Candidate shall be applicable as per the norms of the State Government of Madhya Pradesh.

**15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final**

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No.63 of 2015****MASTER OF TECHNOLOGY (AGRICULTURE)****Statutory Body: AICTE****1 Title of the Degree:**

This ordinance shall be applicable to the Post Graduate Degree of Master of Technology (Agriculture) in the concerned Subject and Faculty.

**2 Duration**

Master of Technology (Agriculture Engg.) shall be a full time Degree Programme. The duration of the course shall be four semester (Two years) & maximum duration of course shall be four year. The candidate registered of Master of Technology (Agriculture) programme shall not be permitted to join any other programme/ course of this or any other university.

**3 Intake & Fees**

The Fees for each course shall be decided by Board of Management of university and the number of seats in each course will be as per statute 28.

**4 Academic Year**

The Course commence from the month of July — August of every academic year.

**5 Eligibility**

Every applicant for admission to the First Semester of M. Tech (Ag. Engg.) must have passes B. Tech (Ag. Engg.).

**Admission Procedure**

Admission under courses will be made as follows:

- (b) The University will issue admission notification and process at the time of admission before the start of every cycle.
- (c) List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice board of the University/ University's website/ or the students will be informed directly of their admission after the last date of application.
- (d) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally as per the process decided by the academic council. Such candidates. However, must produce the previous year mark sheet /school/College certificates, as a proof for required eligibility criteria the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- (e) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirement & eligibility criteria of the admission the provisional admission granted to him be cancelled.
- (f) The application form may be rejected due to any of the following reasons:
  - (i) The candidate does not fulfill the eligibility conditions.
  - (ii) The prescribed fees is not enclosed.
  - (iii) The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - (iv) Supporting documents of admission are not enclosed.

- (f) Enrollment/ Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/ fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.
- (h) Relaxation for SC/ST/ others as per govt. of Madhya Pradesh rules.

#### 7. Course Structure

The Post Graduate Degree of leading to the Degree of Master of Technology (Agriculture) shall consist of:

- a. Such courses (papers) as prescribed by the University.
- b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
- c. Such scheme of examination as prescribed, by the University from time to time. The course curriculum of each course shall be approved by the concerned Board of studies and the academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.

#### 8. Medium of Instruction and Examinations

The medium of instructions and examinations shall be English.

Conduct of examination As per Ordinance No. 05 under first ordinance of the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

#### 9. Maximum Duration of Completion of Course

A candidate has to complete the entire course of post graduate degree within a maximum period of four year from the session of first admission.

#### 10. General

For matters not covered in this specific ordinance general rules and regulation of APJAK University regarding specific courses are applicable.

- 11. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 64 of 2015****TWO YEARS PARAMEDICAL DIPLOMA COURSE****Statutory Body: M.P. Paramedical Council, Bhopal****1.0 AIMS**

To provide skill oriented training to the students and thus to provide skilled technicians who will be able to work in various Paramedical sectors.

**2.0 OBJECTIVES**

2.1 To impart adequate theoretical and practical knowledge required for the paramedical technician.

2.2 To enable the student to perform various routine paramedical techniques and practices.

This ordinance shall be applicable for two years paramedical Diploma Courses:

2.3 The first Paramedical Diploma of Two years course, hereinafter called 2-YDC, shall be designed as Diploma in Paramedical, in respective Branch.

2.4 The ordinance shall be applicable:

(a) Diploma in Pathology (b) Diploma in Human Nutrition (c) Diploma in Optometrist Refraction (d) Diploma in Optometrist Contact Lens (e) Diploma in Ophthalmic Assistant (f) Diploma in Clinical Biochemistry (g) Diploma in Microbiology (h) Diploma in Anesthesia Technician (i) Diploma in Respiratory Technician (j) Diploma in Hospital Medical Record Science (k) Diploma in Optometry (l) Diploma in Medical Laboratory Technology (DMLT) (m) Diploma in Dialysis Technician (DDT) (n) Diploma in Naturopathy.

**3.0 Academic Qualification and Selection criteria for admission**

3.1 Minimum qualification for admission to the paramedical Certificate course shall be the Qualifying Higher Secondary School Certificate Examination (10+2) with Science Physics, Chemistry, Biology from M.P. Board of Secondary Education or 12<sup>th</sup> standard 2 years P.U.C. or equivalent examination from a recognized Board/University.

3.2 For SC/ST/Other Category Candidate, The seat will be reserved as per provision of M.P. Govt. Norms as amended time to time. Other norms laid down by State Council of Paramedical course shall also be followed.

3.3 The Candidate should have completed minimum of 17 years of age on / before 30<sup>th</sup> November of the concerned academic session.

**3.4 Selection Criteria:**

The admission in Paramedical Diploma program First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

3.5 On admission, every candidate shall have to get fitness certificate, for physical fitness

**4.0 CURRICULUM AND SYLLABI**

The curriculum and syllabi will be framed by concerned Board of studies which duly approved by academic council in accordance with the guidelines issued by M.P. Paramedical Council.

**5.0 COMMENCEMENT OF COURSES**

5.1 The course shall be commencing from the month of August/ September of every academic year.

5.2 The subjects to be studied in the academic year of the Paramedical Diploma programs shall be as per the scheme, approved by Academic Council of the University.

**6.0 EXAMINATION**

6.1 The medium of Instruction and Examination shall be English throughout the course of the study.

**6.2 University Examination; Theory & Practical:**

6.2.1 There shall be University examination at the end of the academic year.

6.2.2 The Main Examination shall be held on yearly basis for all the two years respectively.

6.2.3 There shall be two University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

6.2.4 University examination shall consist of Theory in all the subjects. There shall be Practical examinations for practical subjects.

6.2.5 Theory and Practical examination shall be considered as separate heads/ subjects for passing.

6.2.6 Scheme of the Examinations shall be as per the scheme, approved by Academic Council of the University.

**6.3 Written Examination**

6.3.1 Written Examination shall be of 3 hours

6.3.2 Each theory paper shall carry 100 marks.

**6.4 Appointment of Examiners/ Question Paper Setters**

The appointment of examiner for the University Examination shall be based on following criteria;

6.4.1 For Theory paper setting and valuation one Examiner shall be required, who may be an Internal or External, minimum an Assistant Professor with one year teaching experience in the concerned subject.

6.4.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with one year teaching experience in the concerned subject.

6.4.3 The External Examiner shall be the subject expert from outside the University having Master's/ Post Graduate qualification in the concerned subject with minimum three years teaching experience.

6.4.4 The Faculty of the Subject/ HOD with minimum one year of teaching experience shall be the Internal- Cum-Convener examiner for the examinations.

**6.5 Criteria for Passing**

To pass a subject in the University examination:

- 6.5.1 A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam of final examinations in order to declare pass.
- 6.5.2 A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination.
- 6.5.3 A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination.
- 6.6 Internal Examination**
- 6.6.1 Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.
- 6.6.2 The Internal assessment examinations shall be conducted for Theory subjects. 40% of internal assessment marks shall be allotted from best of two internal examinations. 40% shall be on the basis of day to day Assessment based on Attendance, Seminars, Assignments, Symposiums, Clinical Postings, Ethical Practices/ Skills, etc. Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment.
- 6.6.3 Best marks out of two internal examinations shall be considered for inclusion in the University examination
- 6.6.4 The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.
- 6.7 Division and Merit List**
- 6.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidate§ at his/ her successful attempt in Annual University Examination.
- There shall be Divisions as follows:
- Distinction: 75% and above of grand total marks in First attempt.
- First Division: >60% and <75% of grand total marks in First attempt.
- Second Division: >50% and <60% of grand total marks in First attempt.
- Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.
- 6.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in university examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.
- 7.0 GRACE MARKS**
- 7.1 Award of Grace Marks shall be considered in Theory examinations, up to two subjects only when a student is likely to pass the whole examination with the help of Grace Marks.
- 7.2 Grace marks shall not exceed a Maximum of 5 marks under any circumstances in an examination.
- 7.3 The grace marks shall not be added to the aggregate of subject/ examination.
- 7.4 The Grace marks shall not be awarded in Dissertation/ Practical examination.
- 8.0 ATTENDANCE**
- 8.1 Candidates appearing as regular student for any annual examination are required to attend a minimum of 75% of the total Theory and the practical classes held separately in each subject of the course of the study.
- 8.2 The total lectures and practical shall be conducted as per the scheme and the syllabus.
- 9.0 CANCELLATION OF ADMISSION**
- 9.1 The admission' of a student at any stage of study shall be cancelled by the Vice-Chancellor based on recommendation of Head of the Institution, if
- 9.1.1 He/ she is not found qualified as per M.P. Paramedical Council norms and guidelines or the eligibility criteria prescribed by the university.
- OR
- 9.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- OR
- 9.1.3 He/ She is found involved in serious breach of discipline.
- 10.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Dean faculties. The decision of the Vice-Chancellor shall be final

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 65 of 2015****BACHELOR OF DEGREE COURSE IN ALLIED HEALTH SCIENCES****1. Title of the Courses offered in Allied Health Sciences:**

- |   |                                     |
|---|-------------------------------------|
| 1) Bachelor of Science in Medical Laboratory Technology | [B.Sc. (M.L.T.)]                    |
| 2) Bachelor of Science in Operation Theatre Technology  | [B.Sc. O.T. Technology]             |
| 3) Bachelor of Science in Cardiac Care Technology       | [B.Sc. Cardiac Care Technology]     |
| 4) Bachelor of Science in Perfusion Technology          | [B.Sc. Perfusion Technology]        |
| 5) Bachelor of Science in Neuro Science Technology      | [B.Sc. Neuro Science Technology]    |
| 6) Bachelor of Science in Renal Dialysis Technology     | [B.Sc. Renal Dialysis Technology]   |
| 7) Bachelor of Science in Respiratory Care Technology   | [B.Sc. Respiratory Care Technology] |
| 8) Bachelor of Science in Anesthesia Technology         | [B.Sc. Anesthesia Technology]       |
| 9) Bachelor of Science in Imaging Technology            | [B.Sc. Imaging Technology]          |
| 10) Bachelor of Science in Radiotherapy Technology      | [B.Sc. Radiotherapy Technology]     |

**2. Eligibility for Admission:**

A candidate seeking admission to the Bachelor of Science Degree Courses in the Allied Health Sciences course from S. No. 1 to 10 shall have studied English as one of the principal subject during the tenure of the course and for those seeking admission to the Bachelor of Science Degree Courses in the Allied Health Sciences courses from S. No. 1 to 8 mentioned above except for B.Sc. Imaging Technology and B.Sc. Radiotherapy Technology shall have passed:

**OR**

Candidates with two years diploma from a recognized Government Board in a subject for which the candidate desires to enroll, in the respective Allied Health Sciences course mentioned in S. No. 1 to 10 shall have passed plus 12 [10+2] with Physics, Chemistry and Biology, as principal subjects

**OR**

Candidates with 3 years diploma from a recognized Government Board in a subject for which the candidate desires to enroll, in the respective Allied Health Sciences course mentioned in S. No. 1 to 10 should have studied Physics, Biology and Chemistry as principal subjects during the tenure of the course.

**OR**

Lateral entry to second year for allied health science courses for candidates who have passed diploma program from the Government Boards, fulfilling the conditions specified above under S. No. 5 and these students are eligible to take admission on lateral entry system only in the same subject studied at diploma level.

**OR**

In case of admission to B.Sc. Imaging Technology or B.Sc. Radiotherapy Technology the candidate should have passed Pre-University or equivalent Examination with Physics, Chemistry, Biology and Mathematics, as principal subjects of study, Note:

The candidate shall have passed individually in each of the principal subjects.

Candidates who have completed diploma or vocational course through Correspondence shall not be eligible for any of the courses mentioned above.

**3. Duration of the course:**

Duration shall be for a period of three and half years including six months of Internship and maximum duration of course will be six years.

**4. Criteria for Selection:**

4.1 The candidate who fulfills aforesaid academic qualification

4.2 Candidate shall be medically fit.

**5. Course Commencement:**

5.1 The commencement of courses shall start during the period of July/August of every year.

5.2 Vacation shall be granted maximum two weeks.

**6. Medium of instruction:**

The medium of instruction and examination shall be in English.

**7. Attendance:**

Every candidate should have attended at least 80% of the total number of classes conducted in an academic year from the date of commencement of the term to the last working day as notified by university in each of the subjects prescribed for that year separately in theory and practical. Only such candidates are eligible to appear for the university examinations in their first attempt. Special classes conducted for any purpose shall not be considered for the calculation of percentage of attendance for eligibility. A candidate lacking in prescribed percentage of attendance in any subjects either in theory or practical in the first appearance will not be eligible to appear for the University Examination in that subject.

**8. Curriculum of the Programme:**

Curriculum of the Allied Health Science courses, theory and practical's shall be as approved by the Academic Council.

Internal Assessment (IA):

**Theory –**

**Practical –**

There shall be a minimum of two periodical tests preferably one in each semester in theory and practical of each subject in an academic year. The average marks of the two tests will be calculated and reduced to 20. The marks of IA shall be communicated to the University at least 15 days before the commencement of the University examination. The University shall have access to the records of such periodical tests.

The marks of the internal assessment must be displayed on the notice board of the respective colleges with in a fortnight from the date test is held.

If a candidate is absent for any one of the tests due to genuine and satisfactory reasons, such candidate may be given a re-test within a fortnight.

**Schedule of Examination:**

The university shall conduct two examinations annually at an interval of not less than 4 to 6 months as notified by the university from time to time. A candidate who satisfies the requirement of attendance, progress and conduct as stipulated by the university shall be eligible to appear for the university examination. Certificate to that effect shall be produced from the Head of the institution along with the application for examination and the prescribed fee.

**9. Scheme of Examination:**



There shall be three examinations, one each at the end of I, II and III year. The examination for both main and subsidiary subjects for all courses in Allied Health Sciences shall be common in the first year. Distribution of Subjects and marks for First Year, Second year & Third year University theory and practical Examinations.

The University examination for 1st year shall consist of only theory examination and there shall be no University Practical Examination.

The University examination for 2nd and 3rd year shall consist of Theory written Paper & Practical Written.

**Practical examination:**

Two practical examinations at the end 2nd Year and one practical examination at the end of the 3rd year.

**10. Pass criteria**

- 10.1. First year examination: Main Subjects: A candidate is declared passed in a subject, if he/she secures, 50% of marks in University Theory exam and internal assessment added together.

Subsidiary Subjects: The minimum prescribed marks for a pass in subsidiary subject shall be 35% of the maximum marks prescribed for a subject. The marks obtained in the subsidiary subjects shall be communicated to the University before the Commencement of the University examination.

- 10.2. Second and Third year Examination:

Main Subjects: A candidate is declared passed the Examination in a subject if he/she secures 50% of the marks in theory and 50% in practical separately. For a pass in theory, a candidate has to secure a minimum of 40% marks in the University conducted written examination, and 50% in aggregate in the University conducted written examination, internal assessment and Viva-Voce added together and for pass in Practical, a candidate has to secure a minimum of 40% marks in the university conducted Practical/Clinical examination and 50% in aggregate i.e. University conducted Practical/Clinical and Internal Assessment. In the third year a candidate is declared passed only if he/she passes all the three theory papers and one practical examination in a single attempt failing which where in the candidate fails in one or more theory papers and or practical examination he/she will have to re appear for all the 3 theory papers and the practical examination in the subsequent attempt.

Subsidiary Subjects: The minimum prescribed marks for a pass in subsidiary subject shall be 35% of the maximum marks prescribed for a subject. The marks obtained in the subsidiary subjects shall be communicated to the University before the commencement of the University examination.

- 10.3. Second and Third year Examination

Main Subjects: A candidate will be declared passed in the Examination in a subject if he/she secures 50% of the marks in theory and 50% in practical separately. For a pass in theory, a candidate has to secure a minimum of 40% marks in the University conducted written examination, and 50% in aggregate in the University conducted written examination, internal assessment and Viva-Voce added together and for pass in Practical, a candidate has to secure a minimum of 40% marks in the university conducted Practical/Clinical examination and 50% in aggregate i.e. University conducted Practical/Clinical and Internal Assessment.

Subsidiary Subjects: The minimum prescribed marks for a pass in subsidiary subject shall be 35% of the maximum marks prescribed for a subject. The marks obtained in the subsidiary

Subjects shall be communicated to the University before the commencement of the University examination.

**11. Carry over benefit**

11.1 First year examination: A candidate who fails in any two of the five main subjects of first year shall be permitted to carry over those subjects to second year. However, he/se must pass the carry over subjects before appearing for second year examination; otherwise he/she shall not be permitted to proceed to third year.

11.2 Second year examination. A candidate is permitted to carry over any one main subject to the third year, but shall pass this subject before appearing for the third year examination.

**12. Declaration of Class**

A candidate having appeared in all the subjects in the same examination and passed that examination in the first attempt and secures 75% of marks or more of grand total marks prescribed will be declared to have passed the examination with Distinction.

A candidate having appeared in all subjects in the same examination and passed that examination in the first attempt and secures 60% of marks or more but less than 75% of grand total marks prescribed will be declared to have passed the examination in First Class. A candidate having appeared in all the subjects in the same examination and passed that examination in the first attempt and secures 50% of marks or more but less than 60% of grand total marks prescribed will be declared to have passed the examination in Second Class.

A candidate passing the university examination in more than one attempt shall be placed in Pass class irrespective of the percentage of marks secured by him/her in the examination. The marks obtained by a candidate in the subsidiary subjects shall not be considered for award of Class or Rank.

**13. Eligibility for the award of Degree:**

A candidate shall have passed in all the subjects of first, second and third year to be eligible for award of degree.

**14. Reservation:**

The reservation to SC/ST/Other category candidate shall be applicable as per the norms of the State Govt. of M.P.

15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No.66 of 2015****DIPLOMA COURSE****SANITARY INSPECTORS / PUBLIC HEALTH SERVICE**

The objective of the course is to impart technical training supplemented by practical training programme to candidates aspiring to join Health and Sanitation departments of Municipal Bodies, District Councils, Railways, Five-Star Hotels, Food and Drugs Administration, Airports or similar services in other organizations. To deal with Health and Sanitation problems, including preventive health, family welfare, environmental conditions etc

**1 The ordinance shall be applicable to:**

- SANITARY INSPECTORS (One Year)
- PUBLIC HEALTH SERVICE (Two Years)

**2 Admission**

- 2.1 Minimum qualification for admission to the course shall be the Higher Secondary School Certificate Examination (10+2) From Any Stream by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University

**OR**

Graduates from any Stream (excluding Fine Arts, music, classical dance) examination from a recognized University or Diploma Holder in engineering examination from a recognized University. OR Two Years Technical courses after 10th Standard Pass

- 2.2 For S.C/S.T/Other category Candidate, the seat will be reserved as per provision of M.P. Government norms time to time. Other norms laid down by State Council of Paramedical courses shall also followed

- 2.3 Admission starts every year June/July & January/February.

**3 Examination & Attendance: -**

Examination & Attendance for Candidates of this Course will be as per Ordinance of this University there will be a final Examination for theory & practical the theory will consist of 70% & Practical 30% of total marks.

**4. Fees:**

The Fees for each course shall be decided by Board of Management of university the no of seats in each course will be as per statute 28

**5. Medium of Instruction:**

Medium of Instruction will be in English

**6. Award of Diploma / Certificate:-**

Candidates have to score 33% passing mark in theory & Practical separately to qualify for Diploma / Certificate. Candidate securing 75% marks will be graded as excellent, 60 to 75% very good, 45% to 60 good and 33 to 45% Average, below 33% marks will be treated as failed in Diploma / Certificate course.

7. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 67 of 2015****CERTIFICATE IN YOGA****1. Objective**

- Yoga improves posture, increases the intake of oxygen and enhances the functioning of all body systems like respiratory, digestive, endocrine, reproductive, excretory systems etc.
- It's effects on the emotions are equally beneficial by calming down the mind.
- Yoga also cures behavioral disorders, nervous breakdown and manic depressions Asanas enhance muscle strength, coordination, flexibility, agility and range of motion.
- Yoga gives you the capacity to face up the life's challenges. When you respect your body, you tend to do things that will enhance its vitality.
- Yoga helps to maintain the acid-alkaline ratio. Which is crucial to good health. It should be 80% alkaline and 20% acidic. Over acidity can be harmful for bones and tissues, leading to fatigue, dulled mind, headaches, depressions and arthritis.
- Yoga is highly recommended for the people in competitive, stressful working environments.
- The benefits of Yoga are numerous, including physical fitness, stress control, general well being, mental clarity and greater self-understanding.

**2. Certificate in Yoga**

- i. **Nature and Durations:** The certificate course in Yoga would be a part-time / regular course of six month duration and maximum duration of course will be one year.
- ii. **Eligibility:** Graduation
- iii. **Admission:** After notification or advertisement applicants would be required to submit their duly filled in applications on prescribed form, available on payment in the department/University office, to the Head of the Department. A list of admitted students will be pasted on the notice board of the department on the merit basis.
- iv. **Examination:** There would be one theory paper and a viva-voce including practical examinations of 50 marks each. Those securing 50% or more in aggregate would qualify for the award of certificate in Yoga.

**3. Fees & Intake**

Fees decided by the Board of Management of University in consultation with MPPURC and intake will be as per statutes 28.

4. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.
5. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE**

No. 68 of 2015

**BACHELOR OF EDUCATION - SPECIAL EDUCATION****[B.Ed. Spl. Ed.]****Statutory Body: Rehabilitation Council of India****1. Objectives:**

The B. Ed. Spl. Ed. programme aims to develop Special Education Teachers/Educators for children with disabilities for various settings (including Inclusive, Special, Open School and Home Based Education). The B.Ed. (Special Education) programme will prepare human resources to enable them to acquire knowledge and develop competencies and skills to impart education and training effectively to children with disability as well as all other children and this being teachers for all children. After completing the B.Ed. (Special Education) programme the student – teachers will:

- Acquire knowledge and skills about human development, contemporary Indian education, and pedagogy of various school subjects and assessment for learning.
- Acquire knowledge and skills about nature and educational needs of children with disabilities as well as of few select specific disabilities.
- Develop conceptual understanding of education provisions and skills for working with children with various disabilities in Special and inclusive settings.
- Enhance knowledge and skills for professional development.

The ordinance shall be applicable for the award of Bachelor of Education - Special Education (B.Ed. Spl. Ed.) Degree in Hearing Impairment (HI), Mental Retardation (MR) and Visual Impairment (VI).

**2. Duration:**

The Course/programme will be of two years with 4 semesters. Each semester will be of 16-18 weeks; 2 weeks in summer and 2 weeks in inter semester break will also be utilized for covering the courses. In this way, the following operational weeks will be available for transacting the course:

I Year - 16-18 weeks for two semesters + 2 weeks in summer

II Year - 16-18 weeks for two semesters + 2 weeks in inter-semester breaks

This comes to 64–72 weeks + 6 weeks for field activities/skill development with 40 credits in each year.

The duration of the Course is two academic years, which can be completed in a maximum of three years from the date of admission to the programme.

**3. Eligibility for Admission:**

B.A./B.Sc./B.Com or an equivalent degree at graduate level depending on the requirements of being the school subject for pedagogical courses and for the particular course with minimum 50% in the qualifying degree examination.

Provided that the Vice-Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral on both for selection of candidates for admission to the B.Ed. Spl. Ed, class in Colleges or in Teaching Department of University, as deemed necessary.

4. **Admission:**

**Admission Procedure:** Admission shall be made on merit on the basis of marks obtained in the qualifying Examination and in the Entrance Examination or any other selection process as per the policy of the state government/University /RCI.

5. **Programme Pattern:**

The programme has been developed on Semester basis. RCI has proposed 2000 marks in view of disability specific specialization. The University has adopt same pattern of RCI proposed B.Ed. Spl .Ed. programme.

6. **General Framework of the Course:**

The course is planned on the Choice Based Credit System (CBCS) according to UGC guidelines one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. RCI also recommends practical work for each theory course besides these contact hours including self study, assignments, etc. That may involve same number of hours' as are the contact hours specified for each course. The University has adopted same course structure as proposed by RCI.

The Course structure has three sets of courses:

(1) **Core courses in every semester**

(2) **Elective course which can be chosen from pool of papers in order to:**

- Support the discipline of study
- Provide an expanded scope
- Exposure to some other discipline/domain (this will depend on the options available with the implementing university and institution)
- Nurturing student proficiency/skills

(3) **Elective Foundation courses are value-based**

The University will follow the 10 point grading system following letter grades recommended by the UGC as given below:

**Table 1: Grades and Grade Points**

Letter Grade	Grade Point
O (Outstanding)	10
A+(Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

- a. A student obtaining Grade F shall be considered fail and will be required to reappear in the examination.
- b. For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- c. The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE, etc.

The statutory requirement for eligibility to enter as assistant professor in colleges and universities in the disciplines of arts, science, commerce, etc., is a minimum average mark of 50% and 55% in relevant postgraduate degree respectively for reserved and general category. Hence, it is recommended that the cut-off marks for grade B shall not be less than 50% and for grade B+, it should not be less than 55% under the absolute grading system. Similarly cut-off marks shall be fixed for grade B and B+ based on the recommendation of the statutory bodies (AICTE, NCTE, etc.) of the relevant disciplines.

RCI as a statutory body recommends that the cut-off marks for grade B shall not be less than 50% and for grade B+, it should not be less than 55% under the absolute grading system. Internal assessment for Theory Courses will not exceed 20% and 50% in the practicum wherever applicable. The same pattern will be followed by the University.

**7. Passing Minimum:**

Minimum 50 % marks are essential in all courses for passing in the programme (Grace Marks as per University norms).

**8. Division:**

First Division with Honors: 75% and above.

First Division: 60% and above but below 75%.

Second Division: 50% and above but below 60%

**9. Nature of Evaluation:**

Internal and External as per University norms; RCI as Statutory body recommends that the (i) cut-off marks for grade B shall not be less than 50% and for grade B+, it should not be less than 55% under the absolute grading system, and (ii) Internal assessment for Theory Courses will not exceed 20% and 50% in the practicum wherever applicable.

**10. Examination:**

University examination will be notified by the university.

**11. Seats and Fees of the Course:**

11.1 The Fees for each course shall be decided by Board of Management of University

11.2 The no of seats in each B.Ed. Spl. Ed course will be as per RCI Norms.

**12. Medium of Instruction**

The medium of instructions shall be Hindi/ English.

**13. Award of Degree**

The affiliating Universities will award degree in Bachelor of Education Special Education (Area of Specialization). The areas of specialization provided are Autism Spectrum Disorders (ASD), Hearing Impairment (HI), Mental Retardation / Intellectual Disability (MR/ID), and Visual Impairment (VI). For example in the area of Hearing Impairment the degree awarded will be B.Ed.Spl.Ed. (HI). While issuing degree certificate, the Universities are advised to

clearly spell out the area of specialization and mention as a statement that the passed out can teach in all settings and other disabilities (cross disabilities)

14. For S.C./S.T./OBC/PWD and other category Candidate, the seat will be reserved as per provision of M.P. Government norms time to time.

15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 69 of 2015****DIPLOMA IN ELEMENTARY EDUCATION – SPECIAL EDUCATION****(D. El. Ed.Spl.Ed.)****Statutory Body: Rehabilitation Council of India**

This ordinance shall be applicable to candidates admitted to Diploma in Elementary Education – Special Education (D. El. Ed.Spl.Ed.) for M.R., V.I. and H.I.

**1. Objective**

The Diploma Course in Special Education aims to develop professionals for special education within a broad framework of education in the current millennium. The course will enable pre-service teachers to acquire knowledge, develop competencies and practice skills to impart education to Deaf & Hard of Hearing children. The general objective of the course is to prepare special teachers at Pre-Primary (Nursery, Kindergarten etc.) and primary (I to IV – lower primary and V to VII – upper primary) levels to serve in the following settings:

- (a) Special schools
- (b) Integrated \ Inclusive setup
- (c) Itinerant programmes

**2. Admission:-**

- 2.1 Students who have passed Plus 2 examination / Junior College with minimum at least 50% Marks in the qualifying Examination will be eligible for the course.
- 2.2 Admission shall be made on merit on the basis of marks obtained in the qualifying Examination and in the Entrance Examination or any other selection process as per the policy of the State Government/University /RCI norms.

**3. The Duration of Course will be 2 academic years/four semesters and maximum duration of course will be 3 years.****4. Fess:**

The Fees for each course shall be decided by Board of Management of university in consultation with MPPURC. The number of seats in each course will be as per RCI Norms.

**5. Division:**

For both the First Year and Second Year examination a candidate will be declared successful if she/he obtains at least 50% of the aggregate mark in all subjects. The examinee must pass separately in both theory and practical. No. division will be assigned for the result of the First Year examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both the D.El.Ed. Spl.Ed. First year and Second Year Exams.

Successful candidate who obtain 60% or more of the aggregate shall be placed in the **first division**. Those obtaining less than 60% but not less than 50% will be placed in the **second division**. Candidate obtaining less than 50% will be declared failed.

**6. The details of courses for 2 years D.El.Ed.Spl.Ed will be decided by Board of Management on the recommendation of Board of Studies and Academic Council.****7. The other rules regarding attendance, examination, etc. maximum duration of course will be as per Ordinance of University from time to time for this purpose. Provided further that all the norms laid down by R.C.I. shall be followed.**



8. **Minimum Attendance:** 75% minimum Attendance is required both in the theory and Practical to be eligible to paper in the semester examination.
9. **Medium of Instruction:** English, Hindi and / or regional language of the State
10. **Examination**  
As per RCI's Scheme of Examination.
11. University examination will be notified by the university.
12. For matters not covered in this specific ordinance general rules and regulation of APJAK University and RCI rules regarding specific courses are applicable.
13. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they inconsistent with the provisions of this ordinance.
14. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Indore.
15. For SC/ST/OBC/PWD and other category Candidate, the seat will be reserved as per provision of M.P. Government norms time to time.
16. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 70 of 2015****DEGREE OF MASTER OF EDUCATION- SPECIAL EDUCATION****[M.Ed.Spl.Ed]****Statutory Body: Rehabilitation Council of India**

1. Objectives of the program: The M.Ed.Spl.Ed. programme supports three shared philosophical stances underlying long-standing tradition of preparing teacher educators as education leaders. These stances include teaching as inquiry, teaching as curriculum making and teaching for social justice. The objectives of the program are to:

- Assist potential teacher educators to exert leadership in advocating and meeting educational needs of children with disabilities in various settings
- Offer special teacher educators the opportunity to develop specialized capacity for leadership in curriculum, pedagogy and universal design
- Build theoretical knowledge and skills in research methodologies and conducting research in order to enhance education of children with disabilities in all settings.

The Ordinance shall be applicable for the award of Master of Education-Special Education (M.Ed.Spl.Ed.) in M.R., V.I. and H.I. Course.

2. **Eligibility for Admission:**

The admission for the degree of M.Ed. Spl.Ed. degree shall be open to:

- a) A candidate who has successfully passed B.Ed Spl.Ed. with minimum 50% marks in respective disability area from a recognized University or any other degree considered equivalent to B.Ed Spl. Ed. from an affiliating university and/ or teaching department under any University recognized by U.G.C. with RCI registration.
- b) A candidate who has successfully passed the B .Ed. General course and has successfully completed. Diploma in Education Spl.Ed. in respective disability area recognized by the Rehabilitation Council of India with minimum 50 percent marks in each course.
- c) A candidate having passed PG Diploma in Special Education (Till Academic session)
- d) A candidate with B.Ed. in particular specialization may be allowed for M.Ed. cross disability/ multi category (as and when offered) but the reverse is not allowed. B.Ed. with multi-category should not be admitted for specialization in a single disability at the M.Ed. level, however; as part of CBCS, these can be admitted to B.Ed. Spl. Edu. Area C Courses and complete the Specialization Courses to qualify for a particular disability. On completion of Area C, these can be admitted to the M.Ed. Spl.Ed in a specific disability.
- e) A student with B.A./B.Sc./B.Com. B.Ed.Spl.Ed. (4 years Integrated)
- f) Candidate should have valid RCI registration.

3. **Admission Procedure:** Admission shall be made on merit on the basis of marks obtained in the qualifying examination and in the entrance examination or any other selection process as per the policy of the State Government/University /RCI.

4. **Duration of the Course**

The Course/Programme will be of two years with 2 semesters in each year. Each semester will be of 16-18 weeks; 2 weeks in summer and 2 weeks in inter semester break will also be utilized for covering the courses. In this way, the following operational weeks will be available for transacting the course:

**I Year - 16-18 weeks for two semesters + 2 weeks in summer**

**II Year - ~~16-18 weeks~~ 16-18 weeks for two semesters + 2 weeks in inter-semester breaks**

This comes to 64-72 weeks + 6 weeks for field activities/skill development with 40 credits in each year.

The duration of the Course is of four Semesters, that is, two academic years, which can be completed in a maximum of four years from the date of admission to the programme.

#### 5. General Framework of the Course

The course is planned on the Choice Based Credit System (CBCS). According to UGC guidelines one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical works/field per week. RCI also recommends practical work for each theory course besides these contact hours including self study, assignments etc. That may involve same number of hours as are the contact hours specified for each course. The Course structure has three sets of courses

1. Core courses in every semester

2. Elective course which can be chosen from pool of papers in order to;

a. Support the discipline of study

b. Provide an expanded scope

c. Exposure to some other discipline/domain (this will depend on the options available with the implementing university and institution)

d. Nurturing student proficiency/skills

3. Elective Foundation courses are value-based

University will follow the 10-point grading system following letter grades recommended by the UGC as given below: The University will follow the same patterns as recommended by the RCI.

**Table 1: Grades and Grade Points**

Letter Grade	Grade Point
O (Outstanding)	10
A+(Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

- A student obtaining Grade F shall be considered fail and will be required to reappear in the examination.
- For non-credit courses 'Satisfactory' or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/ CGPA.
- The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the

recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE, etc.

- d. The statutory requirement for eligibility to enter as assistant professor in colleges and universities in the disciplines of arts, science, commerce, etc., is a minimum average mark of 50% and 55% in relevant postgraduate degree respectively for reserved and general category. Hence, it is recommended that the cut-off marks for grade B shall not be less than 50% and for grade B+, it should not be less than 55% under the absolute grading system. Similarly cut-off marks shall be fixed for grade B and B+ based on the recommendation of the statutory bodies (AICTE, NCTE etc.,) of the relevant disciplines.

RCI as Statutory Body recommends that the cut-off marks for Grade B shall not be less than 50% and for Grade B+, it should not be less than 55% under the absolute grading system. Internal assessment for Theory Courses will not exceed 20% and 50% in the practicum wherever applicable. The University will follow the same patterns as recommended by the RCI.

#### Programme Structure:

##### STRUCTURE FOR 4 SEMESTERS (2 YEARS)

Code	Area	Courses	Credits
A	Core courses	7	28
B	Specialization Courses	4	16
C	Elective Courses	1	04
D	Dissertation	1	16
E	Practical I	2	08
F	Practical II	2	08
Total		17	80

The M. Ed. Spl. Ed. programme is presently being offered in following specializations:

- Hearing Impairment (HI)
- Mental Retardation / Intellectual Disability (MR/ID)
- Visual Impairment (VI)

#### 6. Mode of Instruction

- The course of study shall include learning and teaching through Regular mode.
- Instructions shall be imparted through lecture, tutorial, Seminar, demonstration programmes, supplemented with written assignments and Projects, lesson packages and contact programmes.
- Medium of instructions shall be Hindi/English.

#### 7. Programme Pattern

The programme has been developed on Semester basis. RCI has earmarked 2000 marks for M.Ed.Spl.Ed. programme in view of disability specific specialization. The same pattern will be followed by the University as per RCI norms.

#### 8. Passing Minimum

Minimum 50 % marks or grade '13' are essential in all courses for passing in the programme (Grace Marks as per University norms).

Successful candidate of M.Ed. Spl. Ed. Shall in division on the basis of total marks obtained in the 1st and 2nd years / semester of the examination taken in accordance with the following scale ( No division shall be awarded in first years)

- 50% or above but less than 60% marks - **Second Division**
- 60% or above **First Division**.

**9. Ex-Students**

- (i) A candidate failing in either or both of the two parts may, reappear as an Ex-student. In the part concerned or in the whole as the case may be, at a subsequent examination without being required to undergo regular course of studies again, subject to his/her complying with the provisions of ordinance and regulations of APJAK University from time to time. Provided that such advantage of appearing at the examination as Ex-student shall be admissible for a period of two years from the date when the candidate had appeared at the examinations as a regular candidate.
- (ii) An Ex-student seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form indicating the papers and parts of the examination intended to appear to the Vice-Chancellor, before the date fixed for the purpose together with such fees and documents as are required of him/her and he/she shall be governed by the provisions of all relevant ordinance of the University.
- (iii) Marks of Internal assessment if they are above the minimum prescribed for a pass, shall be brought forward for the purpose of results at the subsequent examination.

**10. Award of Degree:**

The University will award degree in Master of Education Special Education (Area of Specialization). The area of specialization provided are Hearing Impairment (HI)/ Mental Retardation (MR)/ Visual Impairment (VI). For example in the area of hearing impairment the degree awarded will be M.Ed.Spl.Ed. (HI). While issuing degree certificate, the Universities should clearly spelt out the area of specialization.

**11. Seats and Fees of the Course:**

The Fees for each course shall be decided by Board of Management of University. The no. of seats in each course will be as per RCI norms in consultation with MPPURC,

**12. The norms laid down by R.C.I. will be binding to the University.**

**13. For SC/ST/OBC/PWD and other category Candidate, the seat will be reserved as per provision of M.P. Government norms time to time.**

**14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.**

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDROE****ORDINANCE****No. 71 of 2015****INTEGRATED PROGRAMME FOR BACHELOR OF EDUCATION****(B.A.B.Ed.)****(FOUR YEAR INTEGRATED DEGREE COURSE)****Statutory Body: National Council for Teacher Education****1. Objective**

- 1.1 The four year integrated programme aim at integrating general studies comprising social sciences or humanities (B.A. B.Ed.) and professional studies comprising foundations of education, pedagogy of school subjects, and practicum related to the tasks and functions of a school teacher. It maintains a balance between theory and practice and coherence and integration among the components of the programme, representing a wide knowledge base of a secondary school teacher. The programme aims at preparing teachers for Upper Primary and Secondary stages of education.

The Ordinance governed by rules / guidelines/ norms laid down by NCTE, shall be applicable for the award of Integrated programme Bachelor of Education Programme generally known as B.A. B. Ed.

**2. Duration**

- 2.1 The B.A. B.Ed. programmes shall be four academic years of eight semesters including school based experience and internship in teaching. Student teachers shall, however, be permitted to complete the programme within a maximum period of six years from the date of admission to the programme as per NCTE norms & Govt. of M.P.

**3. Eligibility**

- 3.1 Candidate should have passed Higher Secondary Examination on the pattern of 10+2 in Arts/Science/Commerce with minimum 50% marks in the aggregate are eligible for admission.
- 3.2 The reservation for SC/ST/OBC/PWD and others category shall be as per the rules of State Government Madhya Pradesh.

**4. Admission Procedure**

- 4.1 Admission shall be made on merit basis of marks obtained in the qualifying examination and in the entrance examination or any other selection process as per the Policy of the State Government / University.
- 4.2 At the time of admission to the programme the student will need to indicate, their selection of the subjects to be pursued for the discipline option and the accompanying pedagogic specializations for which they are applying, and these may be assigned on the basis of order of merit and availability. Provided further that all norms laid down by NCTE and that of State Government shall be followed
- 5.0 **Attendance:** Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and of the practical classes held separately in each course of study, provide that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.
- 6.0 Candidates intending to present themselves at the examination shall submit through the Principal of the College/HOD of Education, their applications on prescribed forms, so as to reach the Registrar by the date fixed for the purpose, together with the fees as required by the

rules in force for the time being and produce the following certificates from the Principal of the college/HOD of Education, viz: Certificates.

(i) of good conduct

(ii) of fitness to appear at the examination.

(iii) of having completed regular course of study by attending at least the minimum number of classes/ practices as required by clause 5 above.

**7.0 Curriculum:** The B.A.B.Ed. programme consist of content courses at par with those of undergraduate liberal programmes in Arts stream and supportive courses, pedagogic courses, and practicum including school experience, and internship in teaching. Information and Communication Technology (ICT), gender, yoga education, and disability/inclusive education shall form an integral part of the B.A. B.Ed. curriculum

- Theory Courses
- Perspectives in Education
- Curriculum and Pedagogic Studies
- Language and Communication, and Development of Self
- Practicum and School Internship

#### **7.1 Programme Implementation**

The University will have to meet the following specific demands of the professional programme of study:-

- (a) Prepare a calendar for all activities, including school internship. The school internship and other school related practicum shall be synchronized with the academic calendar of the school.
- (b) Initiate and deepen the discourse on education by organizing seminars, debates, lectures and discussion groups for students and faculty.
- (c) Organize inter-institutional interactions for students between various colleges on themes of educational significance and also participate in such events organized in other institutions.
- (d) Be integrated into the life of the institution and have opportunities to participate with and interact with students from the other under graduate programmes.
- (e) Adopt a participatory teaching approach to help students develop reflective thinking and critical questioning skills.
- (f) Facilitate interns to maintain reflective journals and observation records which provide opportunities for reflective thinking.
- (g) Maintain records of planning, observation schedule and feedback and reflective reports prepared by the interns.

#### **7.2 Assessment**

(a) The scheme of evaluation shall be such as prescribed by the University.

(b) Each theory course may carry a weightage of 30 percent for internal assessment and 70 percent for an annual examination. At least one-fourth of total marks shall be allocated, to assessment of 16 weeks of practice teaching. Students shall be given information about their grades/marks as part of professional feedback so that they get the opportunity to improve their performance.

(c) For the liberal courses, including school internship shall be assessed only internally. A minimum of 25% of all lessons taught by the student for each pedagogic area will be observed and considered for evaluation, spread in a manner to reflect the development of the student.

(d) The basis of Internal Assessment shall be as follows:

Theory:	Individual / group assignments Observation records/ Presentation and Student Portfolios
Practicum:	Observational records/ diaries / journals Individual and group reports Faculty observation and evaluation Headmaster/cooperating teachers reports on the overall school involvement of the student will also be taken into account.

(e) A Moderation Board constituted by the University shall monitor issues of quality and parity in grading and assignment between Colleges affiliated to a particular University and offering the four year programme for all Practicum Courses and the School Internship Programme.

(f) There shall be a provision for grievance redressal and removal of biases in the internal assessment. Mechanisms shall be worked out where faculty other than the ones actually dealing with the course/subject or through the involvement of school mentor and external expert in addition to the internal examiners shall be involved.

#### 8.0 Examination:

(a) The examination shall consist of two parts, namely:-

- (i) Part I- Theory
- (ii) Part II - Practical and sessional.

(b) The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.

(c) (i) The written part of the examination shall be held in the month of December and June every year in two semesters. Actual date of commencement of examination will be notified by the Registrar in advance.

(ii) The practical part of the examination shall be arranged by the Principal or the Head of the Department of Education, as the case may, before the written examination by, such date as may be directed by the Registrar from time to time.

(g) Practical & sessional work shall be as per decision of. Board of Management of the University

#### 9.0 Division

- (a) First Division with Honors: 75% and above.
- (b) First Division: 60% and above but below 75%.  
Second Division: 50% and above but below 60%
- (c) An examinee obtaining 75% or more marks in the aggregate in theory, practical sessional shall be given distinction.

10.0 The Principal of a College/HOD of Education providing courses of B.A.B.Ed. degree shall send the statement of marks obtained by the students of his college in theory & practical to the Registrar

#### 11.0 Supplementary of Examination

(a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next three attempts immediately



(b) An examinee who after having appeared in the examination but fails in not more than two papers and by not more than three marks but secures the minimum aggregate marks prescribed for a pass shall be entitled to a grace up to three marks in order to pass the examination.

- 12.0 The Vice Chancellor may condone the deficiency of one mark in case a candidate failing or missing a division by one mark subject to the condition that where the deficiency of one mark is so condoned it shall nowhere be added.
- 13.0 The Registrar of University shall as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date which the theory examination was completed publish the results of the examination by announcing the roll nos. and names of successful candidates.
- 14.0 In the notification declaring results of the examination names of successful candidates who secure First division separately in each of part of examination shall be arranged in order of merit.
- 15.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final after approval by the MPPURC.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 72 of 2015****CERTIFICATE, VOCATIONAL CERTIFICATE & SKILLS DEVELOPMENT COURSES****Statutory Body: National Council on Vocational Training (NCVT)****1. Preamble**

University shall impart courses in certificate, vocational certificate, & skills development courses for gainful employment generation to rural and urban youth. The course will lead for the award of certificates. The candidates will be given quality technology/Technical knowledge and practical training in different courses. The certificate with sound knowledge skills and attitudes shall develop a candidate as a profitable entrepreneur.

**2. Course & Faculty**

- a. This ordinance shall be applicable to the certificate, vocational certificate & skills development trades and skills. These programmes are offered by concerned faculty approved by Academic Council. List of courses are as per Ordinance No. 1, courses of Different Sector Skill Councils like Automotive Skills Development Council, Security Knowledge And Skill Development Council, Retailers Associations Skill Council of India, Media & Entertainment Skill Council, IT-, lies Sector Skill Council, Health Care Sector Skill Council, Council, Gems & Jewellery Skill Council of India, BFSI Sector Skill Council of India, Leather Sector skill Council, Electronics Sector Skill Council, Food Industry Capacity, and skill Initiative, Telecom Sector Skill Council, Agriculture Skill Council of India, Logistics Sector Skill Council, Indian Plumbing Sector Skill Council, Capital Goods Skill Council, Construction Skill Development Council of India, Life Sciences Sector Skill Council, Indian Iron & Steel Sector Skill Council, Skill Council for Mining Sector, Power Sector Skill Council, Apparel, Made- ups and Home Furnishings Sector Skill Council, Beauty & Wellness Sector Skill Council, Textile & Handloom Sector Skill Council, Handicrafts & Carpets Sector Skill Council, Tourism & Hospitality Sector Skill Council, Construction Equipment Sector Skill. Council, Sports, Physical Education, Fitness and Leisure Skill Council, Management and Management Services Skill Council of National Skill Development Corporation, courses of Madhya Pradesh Council of Vocational Education and Training (MPCVET) and State Skill Development Corporation.

**3. Vocational Education Program**

- 3.1 Certification levels shall be based on the stream based sector specific specialization.
- 3.2 Each certification level requires 1000 hours of theory and training /skill per annum for level I to VII. The Vocational component will go on increasing as the level of certification increases.
- 3.3 The skill modules or vocational contents at a certification level could be s single skill or a group of skills of number of hours prescribed.

**4. Duration**

The Duration for the courses will vary from 03 months to 12 months as per ordinance No 01 or Different Sector Skill Councils of National Skill Development Corporation or MPCVET or State Skill Development Corporation.

**5. Intake & Fees**

The Fees for each course shall be decided by Board of Management of university in consultation with MPPURC. The Number of seats in each course will be as per statute 28.

## 6. Courses and Eligibility

The Eligibility of candidates for different courses will be as per ordinance No. 1 or Different sector skill Council of National Skill Development Corporation or MPCVET or State Skill Development Corporation.

### National Skill Qualification Frame work

#### Duration and Entry Level Qualification

		Case I		Case II	
Certificate Level	General Qualification	Vocational Qualification	Certifying Body	Vocational Qualification	Certifying Body
1	Secondary School Grade IX	Grade IX (Vocational)		Grade IX (Vocational)	School Board
2	Secondary School Grade X	Grade X (Vocational)		Grade X (Vocational)	School Board
3	Higher Secondary School Grade XI	Diploma (Vocational)	CSVT University	Grade XI (Vocational)	School Board
4	Higher Secondary School Grade XII			Grade XII (Vocational)	School Board
5	I Year Bachelors			Degree (Vocational)	APJAK University
6	II Year Bachelors	Advanced Diploma (Vocational)	APJAK University		
7	III Year Bachelors				

- Not withstanding anything above admission to vocational courses are governed by the rules made by APJAK University of Govt. of Madhya Pradesh in the line with NSQF Qualification Requirement.
- Curriculum: Initially the Curriculum of 14 Trades in Various Sectors Developed by AICTE. New Delhi will be followed. After words when need arise the Curriculum will be Developed as per Guidelines from AICTE, New Delhi, NSDC, New Delhi & Sector Skill Council of Relevant Area. In Development of Curriculum Involvement in of Industry and user group will be ensured.

## 7. Performance based Vocational Certification Education Programme

S. No.	Name of Award	Basis
I	Certificate Level 1	1000 hrs of learning
II	Certificate Level 2	1000 hrs of learning
III	Certificate Level 3	1000 hrs of learning
IV	Certificate Level 4	1000 hrs of learning
V	Certificate Level 5	1000 hrs of learning
VI	Certificate Level 6	1000 hrs of learning
VII	Certificate Level 7	1000 hrs of learning

## 8. Admission Procedure

Admission under these Courses will be made as follows:

- The University issue admission notification in news papers, the University website, notice Board of the University and publicity in Media before the start of every cycle. Hoardings will be used for attracting Students and other stake holders.
- List of candidates provisionally selected for admission/ shortlisted on merit will be displayed on the notice board of the University/ University website for the student will be informed directly of their admission.
- The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous years mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates admitted shall present mark sheet of the qualifying examination within a month of the due date of admission failing with provisional admission granted will be cancelled.
- The application form may be rejected due to any of the following reasons:
  - The candidates does not fulfill the eligibility conditions
  - The prescribed fees in not enclose
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees
- Admission rules as farmed by the University shall be applicable for all admission.

## 9. Course Structure

The certificate courses in various trades and skills shall consist of:

- Such course (paper) as prescribed by the University
- Such on the job training, job internship, lab work, practical, in-plant training, project etc, as may be prescribed by the University and
- Such scheme of Examination as prescribed by the Board of Management of University from time to time
- The course curriculum of each course shall be based on recommendation of the academic council of the University. The academic council of the University on the Recommendation of the concerned Board of studies may change number of paper

and/ or marking scheme of the course after the due approval of Vice Chancellor as per the regulatory body. As per the regulatory body.

- e) If required in a programme a student shall be requires submitting a project report based on the areas of his/her specialization. The project report certified by the concerned organization and the concerns coordinator/ teacher shall be submitted in one copy to the register if the University for evaluation.
- f) Facilities of Apprenticeship Training will be provided under Apprenticeship and students would be placed in industry for hands on practice and work experience.

#### 10. Medium of Instruction and Examination

The medium if instruction and examination shall be either Hindi or English.

#### 11. Examination Scheme

- a) Each student to appear in the examination of theory/ practical/workshop practice and continuous internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
  - 30 percent marks of each paper will be earmarked internal assessment (for each semester, there will be two separate evaluations of 15 marks each)
  - Main examination will carry 70 percent marks.
  - For passing the examination the candidate required to secure at least 36% marks in University examination separately in the term- end theory, practical and internal Assessment in each on the prescribed paper and aggregate of 40% in the subject practical are also to be cleared separately with 40 marks wherever applicable.
  - There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50 %
- b) Each certificate program shall have one theory and one practical paper.

#### 12. Assessment and Grading

- 12.1 Grading System- Absolute grading system will be followed. In every subject of academic/ formal education part the candidate will be awarded a letter grade based on one's combined performance of all the components, e.g. TA, CT and ELE. Similarly in; practical subject of academic part as well as skill part of vocational course, the candidate will be awarded a letter grade on one's combined performance of all components. e.g. TA and EPE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called Grade point (GP) as given below. A subject is completed successfully, or credit is earned for a subject when letter grade C or better is obtained in the subject.

Letter Grade (LG)	A+	A	B	B+	C+	C	F
	10	9	8	7	6	5	0

- 12.2 Absolute Grading System- Grade will be awarded for every subject taking into consideration marks obtained by the students in a particular subject. This will be done on the basis of absolute grading system. The absolute grading system as adopted is explained below:

Grade	Theory	Practical
A+	85% <= Marks <= 100%	90% <= Marks <= 100%
A	75% <= Marks <= 85%	82% <= Marks <= 90%
B+	65% <= Marks <= 85%	74% <= Marks <= 82%
B	55% <= Marks <= 65%	66% <= Marks <= 74%
C+	45% <= Marks <= 55%	58% <= Marks <= 66%
C	35% <= Marks <= 45%	50% <= Marks <= 58%
F	0% <= Marks <= 35%	0% <= Marks <= 50%

### 12.3 Fail Grade "F"

Additionally, further categorization of F will be:

F1- Failing to appear in ELE and I or EPF due to illness or so but otherwise satisfactory performance thus eligible for re exam in that subject.

FS- Failing in Sessionals, i.e. in TA, so repeat the level.

FX- Failing due to shortage of attendance, so repeat the level.

WW- Result due to aggregate marks being less than 50% of total marks of Academic part and skill part and skill part together, so eligible to appear in one or two subjects of Academic part of one's choice.

### 13. Award of class or division:

The class/division awards to student is as hereunder

Distinction	:	75% <= Marks <= %
Class I	:	65% <= Marks <= 75%
Class II	:	50% <= Marks <= 65%

14. A candidate who fails to secure a minimum of 70% of attendance shall be liable to be detained (Including the concession contained in Clause 5 above) by a general or a special order of the vice Chancellor or the Principal as the may be, from level examination and will be required to take readmission in the same level of course whenever the level of course commences.

### 15. Reservation

The Reservation to SC/ST/Other Category Candidate shall be applicable as per the norms of the State Government of Madhya Pradesh.

16. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 73 of 2015****ONE YEAR BACHELOR OF LIBRARY & INFORMATION SCIENCE****(B.LIB & I.SC.) DEGREE COURSE****Statutory Body: UGC****OBJECTIVE:**

1. To give the students an understanding of the basic principles and Fundamental of Library Science.
2. To enable the students to understand the purpose and function of the library in changing social and academic environment.
3. To train the students in the techniques of modern methods of Library Management.
4. To enable the students to understand and adopt the information Technology enabled Library Services (ITELS).
5. To develop user friendly Library Environment.

**1. Course & Faculty**

- a. This ordinance shall be applicable to the one Year Bachelor Degree.
- b. This ordinance shall be applicable to all the University teaching departments/ Schools of this University.
- c. At present the degree covers under this ordinance is Bachelor of Library & Information Science (B.Lib&I.Sc.)
- d. More degree programme can be offered under this ordinance on the recommendations of the Board of Studies.
- e. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.

**2. Duration**

The duration of these courses of study shall be one year.

**3. Intake & Fees**

The Fees for each course shall be decided by Board of Management of university and the number of seats in each course will be as per statute 28

**4. Academic Year**

The Course shall be commencing from the month of July/ August of every academic year

**5. Eligibility**

The minimum qualification for admission to the course for the Degree of Bachelor of Library and Information Science shall be:

- a. Bachelor's Degree with 50% marks in the aggregate.

Or

- b. Master's Degree of any recognized University with 50% marks in the aggregate. The highest marks obtained either at graduate or post graduate will be considered for the purpose of admission.

- c. Deputed/in-service candidate should be at least graduate of any recognized University.
- 6. Admission Procedure**
- 6.1 Admission under these courses will be made as follows:
- The university will issue admission notifications and process as per its convenience at the time of admission before the start of every cycle.
  - List of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the student will be informed directly of their admission after the last date of application.
  - The candidates whose results of the qualifying exam are awaited can also apply they will be admitted provisionally as per the process decided by the academic council. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
  - If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
  - The application form may be rejected due to any of the following reasons:
    - The candidate does not fulfill the eligibility conditions.
    - The prescribed fees are not enclosed.
    - The application form is not signed by the candidate and his/her parent guardian, wherever required.
    - Supporting documents for admission are not enclosed.
  - Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
  - Admission rules as framed by the University shall be applicable for all admissions from time to time.
- 6.2 The One Year Bachelor Degree shall consist of:
- Such courses (papers) as prescribed by the University.
  - Such job internship includes practical, training, projects etc. as may be prescribed by the University and
  - Such scheme of examination as prescribed, by the University from time to time.
- 6.3 The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies may change number of papers and/or marking scheme of the course after the due approval of Vice-Chancellor.
- 7. Examination – Promotion to Higher Semester Award of Credits and Grades, Davison and Condonation of Deficiencies**
- As per Ordinance No. 05
- 8. Medium of Instructions and Examinations**
- The medium of instructions and examinations will be both Hindi & English.
- 9. Maximum Duration of Completion of Course**



A candidate has to complete the entire course of graduate degree within a maximum period of two year from the session of first admission.

10. **Reservation:** The Reservation to SC/ST/Other Category Candidate shall be applicable as per the norms of the State Government of Madhya Pradesh.

11. **Examinations**

University examination centers will be notified by the University. In matters of admission, attendance, examinations and in all other matter not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

12. **General**

For matters not covered in this specific ordinance general rules and regulation of APJAK University regarding specific courses are applicable. In case of any dispute/ambiguity, the ruling of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Indore.

13. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 74 of 2015****ONE YEAR MASTER OF LIBRARY & INFORMATION SCIENCE (M.LIB&I.SC.)****DEGREE COURSE****OBJECTIVE:**

1. To give the students an understanding of the basic principles and Fundamental of Library Science.
2. To enable the students to understand the purpose and function of the library in changing social and academic environment.
3. To train the students in the techniques of modern methods of Library Management.
4. To enable the students to understand and adopt the information Technology enabled Library Services (ITELS).
5. To develop user friendly Library Environment.

**1. Course & Faculty**

- a) This ordinance shall be applicable to the One Year Master Degree.
- b) This ordinance shall be applicable to all the University teaching departments/Schools of this University.
- c) At present the degree covers under this ordinance is Master of Library & Information Science (M.Lib & I.Sc.).
- d) More degree programme can be offered under his ordinance on the recommendations of the Board of Studies.
- e) These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.

**2. Duration**

The duration of these courses of study shall be one Year.

**3. Intake & Fees**

The Fees for each course shall be decided by Board of Management of university in consultation with MPPURC and the number of seats in each course will be as per statute 28.

**4. Academic Year**

The Course shall be commencing from the month of July – August of every academic year

**5. Eligibility**

Mlib & I.Sc. – Candidates seeking admission to these courses must have passed B.Lib & I.Sc. from any recognized University or an equivalent body.

**6. Admission Procedure**

Admission under these courses will be made as follows:

- a) The University will issue admission notifications and process as per its convenience at the time of admission before the start of every cycle.
- b) List of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice board of the University/University's website/or the students will be informed directly of their admission after the last date of application.

- c) The candidates whose results of the qualifying exam are awaited can also apply they will be admitted provisionally as per the process decided by the academic council, Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
  - (i) The candidate does not fulfill the eligibility conditions.
  - (ii) The prescribed fees are not enclosed.
  - (iii) The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - (iv) Supporting documents for admission are not enclosed.
- f) Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

#### 7. Course Structure

The One Year Master Degree shall consist of:

- a) Such courses (papers) as prescribed by the University.
- b) Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the. University and
- c) Such scheme of examination as prescribed, by the University from time to time. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic Council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and for marking scheme of the course after the due approval of Vice-Chancellor.

#### 8. Examination — promotion to higher Semester 'Award of Credits and Grades, Divisions and Condo nation of Deficiencies.

As per Ordinance No. 05

#### 9. Medium of instructions and Examinations

The medium of instructions and examinations shall be either both Hindi & English.

#### 10. Maximum Duration of Completion of Course

A candidate has to complete the entire course within a maximum period of two years from the session of first admission.

#### 11. Examination

University examination will be notified by the University.

In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of the ordinance, board of studies and academic council.

#### 12. Reservation: The Reservation to SC/ST/Other Category Candidate shall be, applicable as per the norms of the State Government of Madhya Pradesh.

#### 13. General

For matters not covered in this specific ordinance general rules and regulation of APJAK University regarding specific courses are applicable.

In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Indore.

#### 14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No.75 of 2015****ELECTRO HOMOEOPATHY****Statutory Body: Naturo Electro Homoeopathy Medicos of India (NEHM of India)**

University shall impart courses in certificate and diploma skills development courses for gainful employment generation to rural/urban youth. The course will lead for the award of diploma and certificates. The certificate and diploma with sound knowledge shall develop a candidate as a profitable entrepreneur.

**Duration of Course:**

Certificate course in Electro-homoeopathy –	1 year
Diploma in Electro-homoeopathy	2 years

**Number of Seats and Fees:**

The Fees for each course shall be decided by Board of Management of university in consultation with MPPURC. The number of seats in each course will be as per statute 28.

**Eligibility**

Minimum qualification for admission to the course shall be the High School Certificate/Higher Secondary School Certificate Examination (10+2) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

**Lateral Entry:**

Certificate course in Electro homoeopathy for Diploma

**Admission procedure:-**

Fill the form.

Admission under these Courses will be made as follows;

- The University will issue admission notification in news papers, the University's website, notice Board of the University and publicity in media before the start of every cycle. Hoardings will be used for attracting Students and other stake holders.
- List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice Board of the University/ University website/ or the student will be informed directly of their admission.
- The candidates whose results of the qualifying exam / interview are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet/school/ college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.
- The application from may be rejected due to any of the following reasons:-
  - The candidate does not fulfill the eligibility conditions.
  - The prescribed fee is not enclosed.
  - The application from is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.

- f) Admission rules as framed by the University shall be applicable for all admission from time to time.
5. **Academic Year:**  
There will be two academic cycles every years, one from July to June and January to December
6. **Examination & Attendance: -**
- a) Each Student shall have to appear in the examination of theory/ practical/workshop practice and continuous internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each.)
  - Main examination will carry 70 percent marks.
  - For passing the examination the candidate that be required to secure at least 36 % marks in University examination separately in the term end theory, practical and internal Assessment in each on the prescribed paper and aggregate of 40 % marks wherever applicable.
  - There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%
- b) Each certificate program shall have one theory and one practical paper. The Diploma course may have thane one theory/practical papers that are decided by the concerned Board of Studies for each course.
- Examination & Attendance for Candidates of this Course will be as per Ordinance of this University there will be a final Examination for theory & practical. The theory will consist of 70% & Practical 30% of total marks.
7. **Course: -** As per decide by Academic Council of University.
8. **Medium of Instruction:**  
Medium of Instruction will be in English.
9. **Award of Certificate/Diploma:-**  
Candidates have to score 33% passing mark in theory & Practical separately to qualify for Certificate/Diploma. Candidate securing 75% marks will be graded as excellent, 60 to 75% very good, 45% to 60 good and 33 to 45% below, 33% marks will be treated as failed in certificate/Diploma course.
10. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 76 of 2015****DEGREE OF MASTER OF BUSINESS ADMINISTRATION****(POWER MANAGEMENT)****Statutory Body: AICTE****1.0 Preamble**

- University Proposed to establish Centre of Excellence in Power Management, which would come up with a vision of value orientation and value addition to national and transnational power and energy sectors through Education and Human Resources Development (HRD) endeavoring to energize people who energize the nations through Energy & Power development.
- The prime object of the course is to carry out research and development in niche area of alternative and Green energy technologies and contribute to the energy self-sufficiency.

**2.0 CENTER OF EXCELLENCE IN POWER MANAGEMENT**

For Marking APJAK University as Center of Excellence in Power Management following Collaboration has been made/being made.

1. NPTI Faridabad – Two weeks training on following Simulators will be provided at NPTI:-

(i) Thermal Simulator

(ii) Hydro Simulator

(iii) Combined Cycle (CCGT) Simulator

(iv) Load Despatch Simulator

2. PDPU Ahmadabad — Two weeks training in financial strategic management & power sector.

**3.0 DURATION OF COURSE**

The Duration of Course shall be 2 years spread in 4 Semesters.

**4.0 ELIGIBILITY**

The candidates (including sponsored category) who have obtained B.E./B.Tech./B.Sc. (Engineering) in any branch of Engineering, securing a minimum of 50% marks in aggregate of all semesters or equivalent in term of

CGPA grade are eligible to apply for admission to the course. For SC/ST candidates, a relaxation shall be as per state government rules.

**5.0 FEES STRUCTURE**

As decided by the University with the approval of M.P. Private University Regulatory Commission.

**6.0 INTAKE**

As decided by the University with the approval of M.P. Private University Regulatory Commission.

**7.0 PROMOTION TO NEXT YEAR & FAILED CANDIDATE**

A candidate may provisionally continue his/her studies in second year after the examination of the first year in which he/she appeared is over.

If a candidate fails in not more than one paper in the first examination but clears all the remaining papers of that examination, he/she will be allowed to be appear in the ATKT

examination candidates or examination promoted to the next shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.

Provided further, that if a candidate fails in more than one paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.

A candidate will be awarded degree only in the year when he/she clear all the papers of both years.

#### **8.0 ALLOCATION OF DIVISION**

As per Ordinance No.5

#### **9.0 MERIT LIST**

As per Ordinance No. 5

#### **10.0 GENERAL**

In matters of admission, attendance, examination and in all other matters not provided in this Ordinance, the course shall be governed by the provision of the relevant ordinance of the same in the University so far as they are not inconsistent with the provision of this ordinance.

- 11.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****ORDINANCE****No. 77 of 2015****Academic Programmes under CBCS Ordinances****(As per guidelines of UGC for choice based credit system)****Applicability**

These ordinances shall apply to all programmes under the choice based credit system (CBCS) as and when decided for implementation by the Academic council on the recommendations of the Faculty boards and approved by the governing body/ chancellor.

1. **Academic year:** Two consecutive (one odd, July to December + one even, January to June) semesters shall be constitute on a academic year.
2. **Semester:** A semester extends over a period minimum of 15 weeks (90 days) and 30 hours of instructions per week.
3. **Credit:** A unit by which the weightage of course work is measured credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instructions required. One credit is equivalent to one hour of teaching (lecture or tutorials) or two hours of practical/field work per week.
4. **Grade point:** It is a numerical value allotted to each letter grade.
5. **Letter Grade:** It is an index of performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F, Ab.
6. **Programme:** An academic programme leading to award of a degree, diploma or certificate.
7. **Semester Grade point average (SGPA):** It is a measure of overall academic cumulative performance of a student in all semesters.
8. **Cumulative grade point average (CGPA)** It is a measure of overall academic cumulative performance of a student in all semesters.
9. **Transcript of Grade card:** The transcript/Grade card of a programme will display the course details (code, title, number of credits) of the student and grade obtained I each course, and SGPA/CGPA.
10. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective, additional courses) and adopt an interdisciplinary approach in learning.
11. **Course:**
  - (a) A programme consists of a number of courses. A course is a component (a paper) of a programme
  - (b) Every course offered by a university board of studies is identified by a unique course code.
  - (c) A course may be designated to involve lectures/ tutorials / laboratory work/ seminar / project work / practical training or field work / report writing viva voce, etc. or a combination of these to meet effectively the teaching and learning needs and credits may be assigned suitably.
12. **Core course:**
  - (a) Core courses are those knowledge of which is deemed essential for students registered for a particular certificate, diploma, degree or post graduate programme, etc.



- (b) As such all core courses shall be mandatory and a student must pass in theory and practicals separately in all the core courses prescribed for the programme.
- (c) Core courses shall be spread over all the semesters.

13. Elective courses: Elective courses are intended to –

- (a) Allow student to specialize in one or more branches of the broad subject area; or
- (b) Acquire knowledge and skills in a related area that may have applications in broad subject areas, or
- (c) Bridge any gap of curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.), or
- (d) Help pursue an area of interest to the student
- (e) The student will have the choice to opt a course in each semester (or as decided by concerning board of studies) under elective generic category available within department or in other departments of the university but from same level of programme.
- (f) The constituent college departments will offer elective generic courses to its own students and students of other programme under choice on first come first serve basis or any other method developed and approved by Governing body of the University.
- (g) The number of seats will depend on available facilities in the concerned department.

14. Self study courses:

- (a) A department may allow students to choose any one additional course per semester to enable them to acquire extra credits through self study. (Not to be taken into account for awarding grades/class)
- (b) The course will be in advanced topics in the subject (Core or elective) under the supervision of a faculty member.
- (c) The student shall be required to make a minimum of two seminar presentations (as sessional test for assessment) and submit a project report. The distribution of marks for the viva voce and project report shall be 30 and 70 respectively.

15. Credit requirement:

- (a) The concerned faculty boards must workout the required minimum number of credits for the award of degree on an average of valid 20 credits per semester for all the programmes except B.E./B.Pharm/Honours programme where required minimum number of credits will be work out on an average of valid 24-26 credits per semester.
- (b) Credit requirement (distributed among the courses under core, elective, etc.) for any programme and upper and lower limits of course credits requested in a semester by a full time student shall be decided by the concerning faculty boards and recommendations approved by the academic council and governing body.
- (c) In case of admission through lateral entry in some programmes, the required minimum number of credits for award of degree will be calculated in the same manner as described above.
- (d) The distribution of the credits among theory, practicals, field work, project work, etc. in a semester will also be worked out by concerning faculty board and approved in the same manner as mentioned in (b).
- (e) The minimum and maximum duration of a programme shall be as per guidelines of UGC and other concerning statutory bodies like AICTE/BCI/NCTE/PCI, etc.

16. (a) Each course will be assessed for 100 marks, out of which 60 marks will be for end semester examination and 40 marks will be for continuous evaluation. Incase of laboratory/field/project work based courses, appropriate distribution of marks for practical record/project record, practical and semester viva if any be decided by concerning board of studies and approved by academic council.

(b) During the semester, a teacher offering the course will do the continuous evaluation of the student at three points of time by conducting three tests of 20 marks each of these, two must be written test and third may be Quiz/Seminar/Assignments of theoretical courses. Marks obtained in two best tests out of three will be awarded to students.

(c) In each course, there, shall be End semester exam of 60 marks. Each student has to appear in at least two tests and end semester examination.

(d) Total marks obtained in end semester examination and best two tests under continuous evaluation will decide the grade in the course.

(e) The grading will be made on 10 point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks%
O	10	Out Standing	90-100
A+	09	Excellent	80-89
A	08	Very Good	70-79
B+	07	Good	60-69
B	06	Above Average	50-59
C	05	Average	40-49
P	04	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

(f) In case statutory body of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in following manner.

If the marks obtained by the student in a course are less than minimum out off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

(g) If a student obtains F or Ab Grade in any course, he/she will be treated to have failed in the course. He/She has to reappear in the examination of the course (theory/practical, as the case may be). Marks obtained in earlier examination in continuous assessment, theory/practical examination will be carry forward and added to the marks obtained in the repeat examination to decide the grade in repeat course.

(h) The theoretical and practical examinations can be repeated whenever offered or arranged by the university but within maximum duration of the programme, during which he/she can avail multiple repeat attempts to pass the course.

17. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average Point (CGPA) shall be as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

Here,  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, n$ , are the number of semesters in that course.

On completing all requirements for award of the degree, the CGPA will be calculated and this value will be indicated on the degree or diploma along with division. The final degree will also indicate the division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree in first attempt with CGPA of 8.00 and above
First division	The candidate has earned minimum number of credits required for the award of degree with CGPA of 6.50 or above but below 8.00
Second division	With CGPA of 5.00 or above but below 6.50
Pass division	With CGPA of 4.00 or above but below 5.00

Incase of B.Pharm/M.Pharm programmes first division will be awarded if the student obtains CGPA of 6.50 or above in first attempt. No. pass division will be awarded.

The student will be promoted to the next semester if he/she secures at least 12 valid credits in a semester. In case the student secures less than 12 valid credits in any semester, then the student will be asked to repeat the entire semester and that semester will be treated as zero semester.

The number of courses student can carry each year (combining theory & practicals) in various courses will be in accordance with the ordinances of concerning state universities of Madhya Pradesh.

Repetition of a theory/ practical course is allowed only to those candidates who get F or Ab in the course.

On account of valid reasons, a student may withdraw from a semester. In such case semester will be treated as zero semester and the student will not be promoted to the next semester till he/she clears that semesters.

The decision of the university regarding the evaluation and the grade shall be final. However, a student can submit in writing for review of his marks/grade to the University. The result of review will be declared by the university and the decision of reviews will be final.

The practicals will be assessed continuously and at the end of each semester evaluation of practicals examination will be done by two examiners.

25. Dissertation/project report/internship report of 3-6 credits will be assessed by the internal supervisor and an expert.
26. Dissertation/project report/internship report of 12-13 credits will be assessed by one external examinee to be appointed by the vice chancellor from the panel of examiners suggested by the Head/Director and the supervising teacher.

A comprehensive viva voce of students will be conducted at the end of each semester by a board of 4 examiners, at least one of whom shall be external. Three will form a quorum and Head will coordinate the comprehensive viva voce.

27. The external expert of comprehensive viva voce board shall also conduct an academic audit and make an assessment of overall knowledge gain by the students in the semester, standard of question papers, syllabus covered, marking in evaluation of the answer books, etc. and shall submit its report to the vice chancellor through Head/Director.
28. In case of any dispute arises regarding the interpretation of these rules or in giving effect to the provisions of the ordinance the matter shall be referred to the vice chancellor whose decision thereon will be final.
29. The conversion of CGPA into percentage will be as follows to facilitate its application in other academic matters.

Equivalent % = CGPA X 10

30. The guidelines issued by the statutory bodies e.g. UGC/AICTE/NCTE/PCI/MCI etc. from time to time will be adopted for implementation.
31. In matters not covered under this ordinance, general rules of the university shall be applicable.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE****Ordinance****No. 78 of 2015****Ordinance for 4-years Part-time Diploma Programme****Based on Semester System****Statutory Body: AICTE****1.0 FOUR YEAR DIPLOMA PROGRAMMES**

- 1.1 This Diploma shall include the branches of CIVIL ENGG, MECHANICAL ENGG, ELECTRICAL ENGG., AUTOMOBILE ENGG.
- 1.2 The studies and examinations of these Diploma programmes shall be on the basis of semester system.

**2.0 RULES FOR ADMISSIONS**

- 2.1 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

CIVIL ENGG., MECHANICAL ENGG., ELECTRICAL ENGG., AUTOMOBILE ENGG..

Shall be the passing of 10<sup>th</sup> class or higher examination under (10+2) education scheme with Science (Physics and Chemistry) and Mathematics and by obtaining minimum 35% marks collectively in that, conducted by M.P. Board of Secondary Education or an equivalent examination from a recognised board/University .. Candidates for above programmes shall be admitted to the colleges/Institutions by preparing a merit list based on the percentage of total marks obtained in Science (Physics & Chemistry) and Mathematics in qualifying examination.

**3.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMME**

- 3.1 There shall be normally 90 days of teaching in every semester.
- 3.2 A candidate may provisionally continue his/her studies in higher semester/class after the examinations of the semester he/she appeared are over. However, he/she eligibility shall evaluated only after the results of semesters are declared in which he/she had appeared.
- 3.3 The maximum duration for passing all the courses (theory, practicals and Industrial Training) of the programme shall be SIX years for 4 year Diploma Programmes, no separate time will given to students for medical or any reason whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Names of those candidates who are unable to clear their Diploma programme in the stipulated period will be struck off from the roll list of the college and enrolment of the University.
- 3.4 If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

**4.0 RULES FOR EXAMINATIONS**

- 4.1 There shall be University Examination at the end of each semester (broadly classified in the enclosed schemes at Annexure).
- 4.2 These Examination common to all branches, shall be named as follows:-
  - (a) FIRST YEAR

- First Semester Diploma Exam. (Branch wise)
  - Second Semester Diploma Exam. (Branch wise)
  - (b) SECOND YEAR
    - Third semester Diploma Exam (Branch wise)
    - Fourth semester Diploma Exam (Branch wise)
  - (c) THIRD YEAR
    - Fifth semester Diploma Exam (Branch wise)
    - Sixth semester Diploma Exam (Branch wise)
  - (d) FOURTH YEAR
    - Seventh semester Diploma Exam (Branch wise)
    - Eighth semester Diploma Exam (Branch wise)
- 4.3 The examination of First semester (I), Third semester (III) Fifth semester (V) and Seventh Semester (VII) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II) Fourth semester (IV) Sixth semester (VI) and Eighth semester (VIII) called even semesters shall generally be held in the months of May-June, the dates of which shall be notified to all the concerned College/Institutions.

#### 4.4 **ELIGIBILITY FOR APPEARING IN THE EXAMINATION.**

- 4.4.1 A candidate who has filled up the examination form and deposited the required amount of examination fees will be eligible to appear in the EXAMINATION, provided he/she has completed the required 75% of attendance in each theory and practical subject and also completed the prescribed sessional work i.e. TERM WORK and LAB WORK as provided in the scheme of examination.
- 4.4.2 A candidate who has filled up the examination form and deposited the required amount of examination fees but has not completed the required 75% of attendance in each theory and practical subject will be detained from appearing in the semester EXAMINATION and similarly if the candidate has not completed the sessional work i.e. TERM and LAB. WORK, will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional works mean that the candidate has successfully completed the sessional work by attending classes/practical regularly and has secured a minimum of 60% marks in each term and laboratory work.
- The sessional work (Term work/Lab. work) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.
- 4.4.3 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 4.4.1 but could not appear in the semester EXAMINATION For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Already paid by him/her for the earlier Semester Examination shall not be adjusted/refunded.
- 4.4.4 A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and/or detained due to lack of prescribed attendance or submission of sessionals as prescribed in Clause 4.4.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular

candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seats earmarked for the repeater candidate, if available.

- 4.5 In case of change in curriculum of Diploma programme. University shall conduct minimum two examinations in the previous curriculum and thereafter (if he need be) students shall have to appear in the equivalent courses of new and revised curriculum, however University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

## 5.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS.

- 5.1 Candidates who appeared but could not clear the courses (subjects) taught any of the first two semesters shall be promoted to third semester, but they will not be promoted to Fourth semester unless they clear all the papers/practicals of first, second and third semester except four theory and two practicals.
- 5.2 Candidate falling in fourth semester shall be promoted to Fifth semester but they will not be promoted to sixth semester unless they clear all the theory and practicals from third to fifth semester except 4 theory and two practicals. Candidate will be promoted to seventh and eighth semester irrespective of failing in sixth and seventh semester examination.

## 6.0 RULES FOR PASSING EXAMINATIONS

### 6.1 BASIS OF MARKS

- 6.1.1 The basis of marks obtained in each semester examination shall be the Scheme of examination of courses for individual semesters as prescribed by respective Board of Studies and duly approved by Academic Council of University.
- 6.1.2 For the evaluation of End of the Semester exam in Practicals, one external examiner shall always be there from outside the College/Institute and one internal examiner from the College/Institute.
- 6.1.3 In the schemes of Diploma programmes, where flexibility has been provided to students for selection of courses, once a student in a particular group of electives has made the choice of elective course, it cannot be changed for future study/examination.

## 7.0 RULES FOR PASS

- 7.1 To pass the examination a candidate has to obtain a minimum of 60% marks in each sessional work i.e. term work, class work and lab. work. 33% marks in each theory paper, a minimum of 40% marks in each practical course.
- 7.2 There will be no minimum pass marks for the progressive assessment tests.
- 7.3 A candidate will be declared passed if he/she clears all the courses (subjects) of First to Eight semesters taken together.
- 7.4 The final result of the candidate will be declared **WITHHELD** if he/she clears all the courses (subjects) of Eighth (VIII) semester but does not clear the courses (subjects) of previous semester.
- 7.4.1 A candidate will be declared failed if he/she fails in courses (subjects) more then prescribed limit.

## 8.0 RULES FOR AWARD OF DIVISON

In order to ensure integrated performance of the students in various examination the final division of the respective Diploma porogramme shall be awarded to the students on the basis of marks secured by the candidate in VI, VII and VIII semesters taken together, subject to passing of all the theory and practical courses.

- 8.1 (a) A candidate securing 75% marks of above in aggregate will be awarded FIRST DIVISION HONOURS.
- (b) A candidate securing 65% marks or more in aggregate but less than 75% will be placed in FIRST DIVISION.
- (c) A candidates securing 50% marks or more in aggregate but less than 65% marks will be placed in SECOND DIVISION.
- (d) Candidate securing less than 50% marks in aggregate but secures the minimum pass marks in each theory, practical subjects and Industrial training will be placed in PASS DIVISION.
- 8.2 A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental /failed courses (subjects). He/she will be awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.
- 8.3 Concerned Polytechnics/Institutions may issue a provisional statement of marks on demand to such students who have cleared all the courses specified for that programme till such time the University declared its result or issues original marks sheet or that Programme or of College/ Institute.
- 8.4 In case any discrepancy in respect of any candidate is noticed regarding his eligibility or other wise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

#### 9.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination the following rules shall be observed:

- 9.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory.  
This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals) by availing 5 grace marks.
- 9.2 While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above, However, he/she will pass the courses (subjects), cleared through clause 9.1 After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 9.3 One grace mark will be awarded to the candidate who is failing / missing distinction / missing first division by one mark, by the Vice-Chancellor in the DIPLOMA examination. This benefit will not however, be available to a candidate getting advantage under clause 9.1.

#### 10.0 DECLARATION OF MERIT LISTS

- 10.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 10.2 Branch wise final merit list shall be declared by the University only after the main examination of the eighth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing atleast first division and passing all the semester examination in single attempt.



**11.0 RULES FOR ATTENDANCE**

- 11.1 Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and of the practical classes held separately in each course of study, provide that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.
- 11.2 If a student remains absent from classes, without assigning any reason, he/she will have to pay fine as prescribed by the University.

**12.0 RULES FOR IMPROVEMENT OF DIVISION IN FINAL DIPLOMA**

- 12.1 If a candidate has passed all the semester examination in full he/she shall be permitted to reappear in that examination for improvement in division provided the candidates makes an application within TWO MONTHS from the date of passing/declaration of result of the said programme. Candidates will be allowed to appear as an ex-student in all the theory papers of final year on the basis of which division is granted in the final diploma (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semesters) except industrial training of the respective Diploma programme. In case of change in curriculum, candidate will be allowed to improve division in the old curriculum, till the University of the Conduction-Examination of old curriculum.
- 12.2 Re-valuation and RE-totaling is not allowed in the cases of improvement in division.

**13.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME**

Candidates are allowed to enroll for second Diploma programme of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0

- 14.0 Reservation: The Reservation to SC/ST/Other Category Candidate shall be, applicable as per the norms of the State Government of Madhya Pradesh.
- 15.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments/ Institutions/Schools. The decision of the Vice-Chancellor shall be final.

## भाग ४ (ग)

## अन्तिम नियम

## श्रम विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 5 मई 2016

क्र. एफ-1(ए)12-2010-ए-सोलह.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश के राज्यपाल, एतद्वारा, मध्यप्रदेश श्रम सेवा (राजपत्रित) भरती नियम, 1985 में निम्नलिखित और संशोधन करते हैं, अर्थात् :—

## संशोधन

उक्त नियमों में, अनुसूची—तीन में, कॉलम (2) मद क्रमांक 3 तथा उससे संबंधित प्रविष्टियों के स्थान पर निम्नलिखित मद तथा उससे संबंधित प्रविष्टियां स्थापित की जाएं अर्थात् :—

विभाग का नाम	सेवा का नाम	न्यूनतम आयु सीमा	अधिकतम आयु सीमा	विहित शैक्षणिक अर्हता	अभियुक्तियां
(1)	(2)	(3)	(4)	(5)	(6)
श्रम विभाग	सहायक संचालक औद्योगिक स्वास्थ्य एवं सुरक्षा	23 वर्ष	35 वर्ष	“किसी मान्यता प्राप्त विश्वविद्यालय से अभियांत्रिकी तकनीकी की इलेक्ट्रीकल/मेकेनिकल/सिविल अभियांत्रिकी/प्रौद्योगिकी में उपाधि या राज्य सरकार द्वारा अनुमोदित कोई अन्य समकक्ष उपाधि. उन अभ्यर्थियों को अधिमान्यता दी जाएगी जो मध्यप्रदेश शासन के अधीन किसी विभाग या शैक्षणिक संस्थान में तृतीय श्रेणी के कार्यपालक पद पर कम से कम दो वर्ष तक कार्य कर चुके हो अथवा देश में विख्यात किसी शासकीय, अर्धशासकीय स्थापना में कम से कम दो वर्ष का अनुभव रखते हो.”	—.”

No. F 1(A)12-2010-A-XVI.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Madhya Pradesh, hereby, makes the following further amendments in the Madhya Pradesh Labor Service (Gazetted) Recruitment Rules, 1985, namely :—

## AMENDMENT

In the said rules, in Schedule-III, in column (2), for Post “Assistant Director”, Industrial Health and Safety and entries relating there to, the following Post and entries relating there to shall be substituted, namely :—

Name of the Department	Name of the Service	Minimum age limit	Maximum age limit	Prescribed Educational Qualification	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Labour Department	Assistant Director, Industrial Health and Safety	23 Years	35 Years	Degree from a recognized University in Electrical/Mechanical/Civil Engineering Technology or any other equivalent degree approved by the State Government, Preference shall be given to those candidates who have worked at least for two years in any Department or Educational Institution under the Government of Madhya Pradesh on a class III Executive post, or have obtained at least two years experience in any Government or semi Government establishment of repute in the country.	

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

बी. आर. नायडू, उपसचिव.

**गृह (सामान्य) विभाग**  
**मंत्रालय, वल्लभ भवन, भोपाल**

भोपाल, दिनांक 23 मई 2016

क्र. एफ-01-03-2016-दो-ए(3).—राज्य शासन द्वारा भोपाल स्थित शासकीय आवास आवंटन नियम-2000 में एतद्वारा निम्नलिखित संशोधन किए जाते हैं, अर्थात् :—

**संशोधन आदेश**

उक्त नियमों में,—

1. अध्याय-2 सामान्य पूल के आवास नियम-10(2) (3) के स्थान पर निम्नानुसार प्रतिस्थापित किया जाए अर्थात् :—
  - 2(क) ऐसे शासकीय आवास 3 वर्ष की कालावधि के लिये आवंटित किये जा सकेंगे.
  - (ख) सामाजिक संस्थाओं अथवा राजनीतिक पार्टियों के स्वयं के कार्यालय भवन, भोपाल नगर निगम क्षेत्र में स्थित होने पर उन्हें आवास गृह की पात्रता नहीं होगी.
  - (ग) ऐसे व्यक्ति, सामाजिक संस्थाओं अथवा राजनीतिक पार्टियों को आवास आवंटन की पात्रता नहीं होगी जिन्हें राज्य शासन द्वारा उनके निवास/कार्यालय के लिये भोपाल में कोई प्लॉट आवंटित किया गया है.
  - 3(क) तीन वर्ष की अवधि के अवसान पर आवंटित के पात्र होने पर आवंटन को पुनः 3 वर्ष के लिये नवीनीकृत किया जा सकेगा.
  - (ख) ऐसे व्यक्ति, सामाजिक संस्थाएं अथवा राजनीतिक पार्टियां जिन्हें पूर्व में आवंटित आवास गृह के आवंटन अवधि का अवसान हो चुका है और उसका नवीनीकरण नहीं किया गया, को उनके द्वारा धारित आवास पुनः इन नियमों के अंतर्गत आवंटन किया जा सकेगा, बशर्ते वह अनाधिकृत आधिपत्य की अवधि की उक्त श्रेणी के लिये देय लायसेंस शुल्क से दोगुनी राशि एकमुश्त जमा कर दे.
2. अध्याय-2 सामान्य पूल के आवास नियम-10(4)(क) के स्थान पर निम्नानुसार प्रतिस्थापित किया जाये अर्थात् :—
  - (क) प्रतिष्ठित एवं गणमान्य व्यक्तियों, ख्याति प्राप्त व्यक्तियों, सामाजिक संस्थाओं एवं राजनैतिक पार्टियों को भी उनके लिये गठित पूल में से शासकीय आवास आवंटित किये जा सकेंगे. इस पूल में अधिकतम 40 शासकीय आवास होंगे.
3. अध्याय-छः प्रेस पूल के नियम-15(1) (2)(ख) (4) (5) एवं (6) के स्थान पर निम्नानुसार प्रतिस्थापित किया जाए, अर्थात् :—
  - (1) प्रेस पूल में शासकीय आवासों की संख्या पूर्ववत् 230 रहेगी तथा यह आवास गृह “ई” टाईप अथवा उससे निम्न श्रेणी के होंगे.
  - (2)(ख) किसी पत्रकार को अगर भोपाल नगर निगम क्षेत्र में पूर्व में आवास के लिये शासकीय भूमि पत्रकारों की गृह निर्माण सहकारी समिति के माध्यम से आवंटित की गई हो अथवा जिसका स्वयं का निजी आवास गृह नगर निगम सीमा में स्थित हो, तो वह इस कारण से आवंटन के लिए अपात्र नहीं माना जावेगा, परन्तु ऐसे पत्रकार को आवास गृह का प्रेस पूल के लिए निर्धारित सामान्य दर से दोगुनी राशि के बराबर लायसेंस शुल्क देय होगा.
  - (4) प्रेस पूल के अन्तर्गत पत्रकारों को आवास आवंटित करने के संबंध में प्राप्त आवेदनों पर विचार कर अपनी अनुशंसाएं गृह विभाग के माध्यम से मुख्यमंत्री जी के अनुमोदनार्थ प्रस्तुत करने हेतु निम्नानुसार समिति का गठन किया जाता है :—

1. मंत्री, जनसम्पर्क	—	अध्यक्ष
2. अपर मुख्य सचिव, गृह	—	सदस्य
3. प्रमुख सचिव, जनसंपर्क	—	सदस्य

आयुक्त, जनसंपर्क समिति के संयोजक रहेंगे.

पत्रकारों की पात्रता के संबंध में समिति मापदण्ड स्वयं निर्धारित कर सकेगी तथा उन्हीं मापदण्डों के अनुसार शासकीय आवास आवंटित किये जावेंगे।

- (5)(क) प्रेस पूल के आवासों के आवंटिती को शासकीय आवास अधिकतम 03 वर्ष की कालावधि के लिये आवंटित किये जावेंगे। समिति की अनुशंसा पर इस आवंटन को पुनः 3 वर्ष के लिये नवीनीकृत किया जा सकेगा।
- (ख) प्रेस पूल के अंतर्गत वर्तमान में शासकीय आवास गृहों में निवासरत ऐसे पत्रकार जिनके पक्ष में पूर्व में जारी आवंटन की अवधि का अवसान हो चुका है तथा उन्हें आवास पुनः गृह विभाग द्वारा आवंटित नहीं हुए हैं परन्तु वह इन आवासों में निवासरत हैं, के आवेदन पत्रों पर भी उक्त समिति द्वारा विचार किया जावेगा। ऐसे पत्रकार यदि आवंटन के लिए पात्र पाये जाते हैं, तो अनाधिकृत आधिपत्य की अवधि की प्रेस पूल के लिए निर्धारित लायसेंस शुल्क से दुगुनी राशि उनके द्वारा एकमुश्त जमा किये जाने पर शासकीय आवास आवंटित किया जा सकेगा।
- (6) प्रेस पूल के आवास आवंटिती को प्रारूप-4 में अनुबंध पत्र निष्पादित कर 2 माह का अग्रिम लायसेंस शुल्क जमा कराना होगा। शासकीय आवासों का उक्त आवंटन गृह विभाग द्वारा प्रेस पूल के लिए निर्धारित सामान्य दरों पर किया जावेगा।

4. अध्याय-छः प्रेस पूल के नियम-15(7) के साथ निम्नानुसार प्रतिस्थापित किया जाए, अर्थात् :—

(7) प्रेस पूल के अन्तर्गत आवंटित शासकीय आवास ऐसे आवंटिती से रिक्त कराये जा सकेंगे :—

1. जिनके समाचार पत्र वर्तमान में नियमित रूप से प्रकाशित नहीं हो रहे हैं।

अथवा

2. जो स्वयं पत्रकार के रूप में सक्रिय नहीं हैं,

अथवा

3. जो आवंटन की किन्हीं शर्तों का उल्लंघन करता है।

शासकीय आवास रिक्त कराने की कार्यवाही गृह विभाग के प्रचलित नियमों के अंतर्गत करने के लिए सक्षम होगा।

लक्ष्मीकान्त द्विवेदी, उपसचिव.

### मध्यप्रदेश विद्युत् नियामक आयोग पंचम तल, “मेट्रो प्लाज़ा”, बिट्टन मार्केट, भोपाल

भोपाल, दिनांक 30 मई 2016

क्र. 894-मप्रविनिआ-2016.—विद्युत् अधिनियम, 2003 (2003 का 36) की धारा 181 की उपधारा (1) सहपठित धारा 91 की उपधारा (4) द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश विद्युत् नियामक आयोग, एतद्वारा, मध्यप्रदेश विद्युत् नियामक आयोग (परामर्शी की नियुक्ति) (पुनरीक्षण-प्रथम) विनियम, 2009 में, जो मध्यप्रदेश राजपत्र में दिनांक 30 जनवरी 2009 को प्रकाशित हुए थे, निम्नलिखित संशोधन करता है, अर्थात् :—

**मध्यप्रदेश विद्युत् नियामक आयोग (परामर्शी की नियुक्ति) (पुनरीक्षण-प्रथम) विनियम, 2009 में चतुर्थ संशोधन**

1. संक्षिप्त शीर्षक तथा प्रारंभ.—(i) ये विनियम “मध्यप्रदेश विद्युत् नियामक आयोग (परामर्शी की नियुक्ति) (पुनरीक्षण प्रथम) (चतुर्थ संशोधन) विनियम, 2009 [एआरजी6(I) (iv) , वर्ष 2016]” कहलाएंगे।

(ii) ये विनियम शासकीय राजपत्र में प्रकाशित होने की दिनांक से प्रभावशील होंगे।

(iii) इन विनियमों का विस्तार सम्पूर्ण मध्यप्रदेश राज्य होगा।

2. उक्त विनियमों में, आयोग के प्रकरणों में नियुक्त किए गए अधिवक्ता को देय व्यावसायिक शुल्क से संबंधित अनुसूची में,—

- (1) अनुक्रमांक i में, मद 1 में, उच्च न्यायालयीन प्रकरणों से संबंधित प्रविष्टि के सामने, विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां स्थापित की जाएं, अर्थात् :—

“अधिवक्ता हेतु 15,000/- तथा वरिष्ठ अधिवक्ता हेतु 30,000/-”

- (2) अनुक्रमांक ii तथा उससे संबंधित प्रविष्टियों के स्थान पर निम्नलिखित अनुक्रमांक तथा उससे संबंधित प्रविष्टियां स्थापित की जाएं, अर्थात् :—

“II. प्रत्येक प्रकरण में, विविध व्ययों, जैसे कि वकालतनामा पर मुद्रांक (स्टाम्प), न्यायालयीन शुल्क, मुद्रलेखन (टाइपिंग) आदि हेतु रुपये 1000/- का भुगतान किया जाएगा.”

आयोग के आदेशानुसार,  
आर. के. गुप्ता  
आयोग सचिव.

Bhopal, the 30th May 2016

No. 894-MPERC-2016.—In exercise of the powers conferred by sub-section (1) of Section 181 read with sub-section (4) of Section 91 of the Electricity Act, 2003 (No. 36 of 2003), the Madhya Pradesh Electricity Regulatory Commission, hereby, makes the following amendment in the Madhya Pradesh Electricity Regulatory Commission (Appointment of Consultants) (Revision-1) Regulations, 2009 published in the Madhya Pradesh Gazette on 30<sup>th</sup> January 2009, namely :—

**FOURTH AMENDMENT TO MADHYA PRADESH ELECTRICITY REGULATORY COMMISSION  
(APPOINTMENT OF CONSULTANTS) (Revision-1)  
REGULATIONS, 2009.**

1. **Short title and Commencement.**—(i) These Regulations may be called the Madhya Pradesh Electricity Regulatory Commission (Appointment of Consultants) (Revision-1) (Fourth Amendment) Regulations, 2009 [ARG-6(i)(iv) of 2016].

(ii) These Regulations shall come into force on the date of their publication in the M. P. Gazette.

(iii) These Regulations shall extend to the entire State of Madhya Pradesh.

2. In the said Regulations, in the Schedule related to professional fee etc. payable to counsel engaged in Commission's cases,—

- (1) In serial No. i, in item no. 1, against the entries related to High Court cases, for the existing entries, the following entries shall be substituted, namely :—

“15,000/- for Advocate and 30,000/- for Senior Advocate.”

- (2) for serial no. ii and entries relating thereto the following serial no. and entries relating thereto shall be substituted, namely :—

“ii. In each case, an amount of Rs. 1000/- shall be paid towards miscellaneous expenses like stamp on vakalatnama, court fee, typing etc.”

By order of the Commission,  
R. K. Gupta  
Commission Secretary.

**प्रथम परिनियम**  
**उच्च शिक्षा विभाग**  
**मंत्रालय, वल्लभ भवन, भोपाल**

भोपाल, दिनांक 28 मई 2016

क्र. आर-103-सीसी-2016.—अड़तीस.मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 के अनुक्रम में पी. के. निजी विश्वविद्यालय, शिवपुरी के प्रथम परिनियम क्र. 01-36 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01-36

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
**ए. एस. यादव, उपसचिव.**

**P. K. UNIVERSITY, SHIVPURI, MADHYA PRADESH**  
**FIRST STATUTES 2016**

**NOTIFICATION**

In exercise of the powers conferred by sub-section (1) of section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. (No.17 of 2007), the Governing Body of the P.K.University, Shivpuri , Madhya Pradesh hereby, makes the following First Statutes for the efficient functioning of the private university and matter connected with or incidental thereto.

The statutes shall come into force from their publication in the official Gazette of Madhya Pradesh Government. These statutes may be called P.K.University , Shivpuri, Madhya Pradesh First Statute, 2016. These statutes are made in conformity with the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. (No.17 of 2007), and rules made there under. In case of any inconsistency, disparity or repugnancy occurs, the provisions of Act and rules made there under shall prevail and apply.

The University is bound to follow the norms & policy of state govt.

**STATUTE -01**

**SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The "Statutes" means the Statutes of **P.K. UNIVERSITY, Shivpuri, Madhya Pradesh.**
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.

- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

## **STATUTE -02**

### **DEFINITIONS**

In these Statutes unless the context otherwise requires;

- (1) **"Act"** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007".
- (2) All words and expressions used herein and defined in the Act and the Rule shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) **'Academic Council'** means the Academic Council of P.K. University
- (4) **"Academic Year"** means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (5) **'Administrative Officer'** means an officer looking after the day-to-day administrative work of P.K. University;
- (6) **'Below Poverty Line family'** means a family whose income is below the poverty line as specified by the State or Central Government, from time to time;
- (7) **'Board'** means, the Board of Management of the P.K. University;
- (8) **"Board of Studies"** Means the Board of Studies of the University departments / faculties.
- (9) **'Chancellor'** means Chancellor of P.K. University;
- (10) **'Chief Finance and Accounts Officer'** means the Chief Finance and Accounts Officer of P.K. University;
- (11) **"Convocation"** means the convocation of the University;
- (12) **"Course(s)"** means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction as prescribed by UGC norms.
- (13) **"Dean"** means, Head of an academic Institution;

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- (14) **"Decided by the University / University may decide / Decision of the University"** means as decided by the Vice-Chancellor with the approval of the Chancellor.
- (15) **'Department'** means, Department of Studies and includes a Centre of Studies of P.K. University in the main campus;
- (16) **"Employee"** means any person working on the payroll of the University.
- (17) **'Endowment Fund'** means endowment fund (An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes, as prescribed in the *Adhiniyam 2007*) of P.K. University;
- (18) **"Executive Committee"** means Executive Committee of the Sponsoring Body.
- (19) **"Faculty"** means Faculty of the University listed in Statute No. – 15
- (20) **'Fee'** means the collection made by P.K. University from the students by whatever means it may be called;
- (21) **'Governing Body'** means the Governing Body of the P.K. University.
- (22) **'Higher Education'** means study of curriculum or course for knowledge beyond 10+2 level;
- (23) **'Hostel'** means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes;
- (24) **'Main Campus'** means the main campus of P.K. University situated in school of studies as prescribed in *Adhiniyam 2007* and where the main office of the University is located;
- (25) **'National Council of Assessment and Accreditation'** means statutory bodies of autonomous institution of the University Grants Commission, situated at New Delhi;
- (26) **'Ordinances'** means Ordinance of P.K. University;
- (27) **'Other Backward Classes'** means, the communities, castes and tribes notified by the State Government from time to time;



- (28) **'Pro Vice- Chancellor'** means, Pro Vice-Chancellor of P.K. University listed in Statue No. – 35.
- (29) **'Qualification'** means Degree or Diploma or any other qualification awarded by P.K. University;
- (30) **'Registrar'** means the Registrar of P.K. University as listed in Statute No.– 07;
- (31) **'Regulatory Commission'** –means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
- (31) **'Regulatory Council'** - As defined in Section 2(1)(V) of Act 2007 & as amended in 2013;
- (32) **"Regular Education"** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line and advanced technology from the campus to the regular students of the University.
- (32) **"Regulation"** means regulation of the University.
- (33) **"Rules"** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008" as amended time to time.
- (34) **"Scheme and Curriculum"** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (35) **'Scheduled Caste'** means the Scheduled Castes notified under Article 341 of the Constitution of India.
- (36) **'Scheduled Tribes'** means the Scheduled Tribes notified under Article 342 of the Constitution of India.
- (37) **'School of Studies'** means an institution maintained by P.K. University as a place of higher learning and research' in the campus.
- (38) **'Sponsoring Body'** in relation to P.K. University means SONAL EDUCATIONAL SOCIETY, MATHURA, and a Registered Society under Uttar Pradesh society Act 21, 1860.

- (39) **'State Government'** shall mean, the Government of the State of Madhya Pradesh;
- (40) **'Teacher'** means, as per UGC Act, a Professor, Reader, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at P.K. University .
- (41) **'The Adhiniyam'** means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan ) Adhiniyam , 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time;
- (42) **'The University'** means a University established or incorporated by or under Sate Act;
- (43) The terms "**he**", "**him**" and "**his**" include the feminine gender also.
- (44) **'UGC'** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956.
- (45) **'Vice- Chancellor'** means the Vice- Chancellor of P.K. University;
- (46) **'Visitor's prescribed in the Act 2007'**, means the Visitor of P.K. University, i.e. His Excellency, the Governor of the State of Madhya Pradesh;
- (47) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan ) Adhiniyam , 2007.
- (48) all words and expressions used herein and defined in the statute and the riles shall have the meaning respectively as assigned to them in the statute and rules made under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam , 2007.

### **STATUTE -03**

#### **SEAL OF THE UNIVERSITY**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changed or amendment as deemed necessary for time to time.

- (2) The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

### **STATUTE -04**

#### **OBJECTIVES OF THE UNIVERSITY**

Apart from the objectives of the University described in section 3 of the Act, the University shall also have the following objectives;

- (1) To collaborate with other universities, Research Institutions, Government and Non-Government Organization towards fulfillment of the University objectives.
- (2) To provide instructions, teaching and training in higher education, vocational and professional education and make provisions for research, innovation advancement and dissemination of knowledge.
- (3) To create higher levels of intellectual and innovative abilities.
- (4) To establish state of the art facilities for education, training and research.
- (5) To carry out training and research and offer continuing education programmers.
- (6) To create centers of excellence for research and development and for sharing knowledge and its application.
- (7) To provide consultancy to the industry and public organizations.
- (8) To establish main campus in Madhya Pradesh and to have study centers at different places in India and foreign countries
- (9) To establish new institutions and courses as per the need of the community.
- (10) To award degrees, diplomas, certificates and other academic distinctions on the basis of examinations or any other method of evaluation.
- (11) To maintain standards of the degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- (12) To collaborate with other Universities, Research Institutions Government and Non-Government organizations towards fulfillment of objectives of University.
- (13) To provide meaningful learning opportunities to students of India and overseas.
- (14) To set up collaborative provisions with foreign/international Universities to enable students of the University to leverage the advantages of faculty and students exchange, dual degree options and semester abroad programmes.

- (15) To pursue any other objectives as may be approved by the **Sponsoring Body (SONAL EDUCATIONAL SOCIETY, MATHURA)**.
- (16) To ensure that academic distinctions are not lower than those laid down by the All India Statutory Bodies.
- (17) Other objectives as mentioned in the original Daft.

### **STATUTE -05**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the section no.16 of the Act 2007, the Chancellor shall be appointed by the sponsoring body for a period of five years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall submit the resolution of Governing Body the name, along with Bio data of the proposed Chancellor, to the Principal Secretary, Higher Education Department, Govt. of Madhya Pradesh. The Department will obtain verifications from concerned Collector and Superintendent of Police regarding good moral conduct of the person to be appointed as Chancellor. Once verification is received, the department will take administrative approval of the Minister and thereafter sent to coordination for approval from Chief Minister and finally to the Visitor for approval. After due approval from the Visitor, the proposal will be forwarded to Department of Higher Education who shall issue necessary order for appointment of Chancellor of University by the Sponsoring Body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act 2007.
- (3) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of visitor following the procedures laid down above under clause (1) of this statute.  
  
Provided that the Chancellor shall notwithstanding the expiring his term, continue to hold his office until either he is reappointed or his successor enter upon his office.
- (4) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
- (5) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (6) The Chancellor shall exercise general control over the affairs of the University.
- (7) The Chancellor shall be entitled to receive honorarium, expenses and allowances may be decided by the Sponsoring Body.

- (8) In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majorities can recommend to the Visitor for the removal of the Chancellor.
- (9) The Chancellor may be writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the visitor and after Visitor's approval, shall accept his resignation and propose a new name to the visitor as per clause (1) of this statute.

## **STATUTE -06**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE-CHANCELLOR**

#### **1. CONSTITUTION:**

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the The Adhiniyam; It shall consist of the following:

- (a) The Vice- Chancellor, as ex officio Chairperson;
- (b) Two representatives nominated by the Sponsoring Body;
- (c) Two representatives nominated by the State Government;
- (d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;
- (e) Two senior most Teachers of University by rotation.
- (f) Registrar: Ex-Officio Member Secretary.

#### **4. TENURE:**

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.

- (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

## 5. **POWERS AND FUNCTIONS:**

### The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies lay down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.

- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.
- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.

- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by The Adhiniyam, Statutes, Ordinances or the Regulations.

**6. POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

The Board of Management in the manner hereinafter provided may make the Ordinances.

- (a) In making the Ordinances, the Board of Management shall consult.



- i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (b) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
  - (c) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
  - (d) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
  - (e) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
  - (f) The Board of Management may make Rules consistent with The Adhinyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
    - (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:
    - (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
    - (iii) All matters solely concerning such Authority or Board and not provided for by The Adhinyam, the Statutes, the Ordinances or the Regulations
    - (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

#### **MEETINGS AND QUORUM:**

- (a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.

- (b) The meeting shall be convened under the direction of the Vice- Chancellor.
- (c) Five members shall constitute the quorum.

### **VACANCIES:**

- (a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- (c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

## **STATUTE -07**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR**

- (1) The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (2) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice- Chancellor.
- (3) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
  - (I) Vice- Chancellor - (Chairman)
  - (II) Nominee of the Chancellor
  - (III) Two expert members approved by the Governing Body.
  - (IV) One observer nominated by the chairman, Regulatory Commission.

**TENURE:**

The appointment of the Registrar shall be as per the provisions of the section 18(1) of the Act where the first Registrar shall be appointed by the sponsoring body for a period of two years, thereafter, the subsequent Registrars shall be appointed by the Governing Body on the recommendations of the Expert Committee constituted for the purpose. Term of Registrar will be of four years.

**Selection of Registrar:**

The University will follow the following procedure for the selection of the Registrar .

- i. The University would invite applications for the post through the process of an advertisement in important (minimum two) National level News papers having wider circulation and on the web portal of the University.
  - ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
  - iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
  - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
  - v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (4) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
- (6) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- (7) The age of retirement of Registrar shall be as per norms of UGC.

(8) Duties of the Registrar shall include :

- (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member - Secretary but he shall not have a right to vote.
- (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body/Board of Management from time to time He will render desired assistance.
- (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice - Chancellor, and shall record the minutes and send the same to the Vice- Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellors/Vice -Chancellor may desire.
- (v) He shall discharge all such functions as assigned to him by the Chancellor/Vice -Chancellor of the University.
- (vi) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, even if inquiry pending , with the approval of the Vice -Chancellor.
- (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.

10. The Registrar may be writing under his hand addressed to the Chancellor, resign his office.

## **STATUTE -08**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice -Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.  
The committee shall consist of:-

- (i) Vice- Chancellor - Chairman
- (ii) Nominee of the Chancellor
- (iii) Two expert member approved by the Governing Body
- (iv) One observer nominated by the Chairman, Regulatory Commission.

#### **4- TENURE**

The appointment of CFAO shall be made by the Chancellor on the recommendation of the selection committee constituted for the purpose. However, the first CFAO shall be appointed by the Chancellor for a period of two years. The subsequent CFAO, other than the first CFAO, shall be appointed by the Chancellor on the recommendation of the Selection Committee constituted for the purpose.

Term of CFAO will be of four years.

#### **5- Selection of CAFO**

The University will follow the following procedure for the selection of the CAFO.

- i. The University would invite applications for the post through the process of an advertisement in important (minimum two) National level News papers having wider circulation and on the web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.

- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
  - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
  - v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (6) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (7) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO
- (8) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice- Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (9) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (10) The age of retirement of CFAO shall be sixty five years.
- (11) Duties of the CFAO shall include :
- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting they audited.
  - ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
  - iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
  - iv. He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University.

## **STATUTE -09**

### **GOVERNING BODY OF THE UNIVERSITY**

#### **1. CONSTITUTION OF GOVERNING BODY**

Constitution and functioning of the Governing Body shall be as laid down under Section 22 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan ) Adhiniyam , 2007.

- (a) The Governing Body of the P.K. University shall consist of the following members, namely:
- (i) The Chancellor;
  - (ii) The Vice-Chancellor;
  - (iii) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
  - (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
  - (v) One representative of the State Government not below the rank of Deputy Secretary.
- (b) The Chancellor shall be the Ex-officio chairman of the Governing Body.
- (c) The Registrar will be the Member Secretary of Governing Body.

#### **2. TENURE:**

The term of a nominated member of the Governing Body shall be three years and nominated members shall hold office for more than two consecutive terms.

#### **3. POWERS**

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- (b) To control functioning of the University by using all such powers as are provided by Act, the Adhiniyam and the Statutes Ordinances or Regulations made thereunder;

- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhiniyam or the Statutes, Ordinances or Regulations made thereunder;
- (d) To approve the budget and annual report of the University;
- (e) To lay down the policies to be followed by the University;
- (f) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible; and
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended time to time.

#### **4. FUNCTIONS:**

The Governing Body shall be:

- (a) The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.
- (b) Shall exercise all powers under The Adhiniyam unless otherwise prohibited by the Statutes or Ordinances.
- (c) The final approving authority for all the University Statutes and Ordinances, It shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.



- (d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- (e) Subject to Act, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
- (f) May make policy, direction/ recommendation/s to any Authority of the University.
- (g) May receive complaints and decide on the matter and their disposal.
- (h) Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (i) Shall direct, supervise and control the endowment fund' as also general fund account and have them audited as per the Adhiniyam.
- (j) Shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- (k) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (l) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhiniyam, or the Statutes, Ordinances or Regulations:
- (m) Shall frame rules/regulations for the conduct of its business.

## **5. MEETINGS AND QUORUM:**

- (a) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
- (b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a nominated member from the Chairperson.
- (c) The Chairperson may, on his/her own or on the directions of the sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.

- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

#### **6. VACANCIES:**

- (a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

### **STATUTE -10**

#### **BOARD OF MANAGEMENT**

##### **1. CONSTITUTION:**

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam, 2007. It shall consist of the following:

- a) The Vice -Chancellor, as ex officio Chairperson;
- b) Two representatives nominated by the Sponsoring Body;
- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;
- e) Two senior most Teachers of University by rotation.
- f) Registrar: Ex-Officio Member Secretary.

##### **2. TENURE:**

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.

- (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

### 3. **POWERS AND FUNCTIONS:**

The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc. and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.

- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.

- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.
- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

4. **POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.

- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

The Board of Management in the manner hereinafter provided may make the Ordinances.

- (c) In making the Ordinances, the Board of Management shall consult,
  - i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (d) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (e) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (f) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (g) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.

- (h) The Board of Management may make Rules consistent with The Adhiniyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
- (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:
  - (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
  - (iii) All matters solely concerning such Authority or Board and not provided for by the Adhiniyam, the Statutes, the Ordinances or the Regulations.
  - (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

**5. MEETINGS AND QUORUM:**

- a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- b) The meeting shall be convened under the direction of the Vice- Chancellor.
- c) Five members shall constitute the quorum.

**6. VACANCIES:**

- a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term

## **STATUTE -11**

### **FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL**

#### **1. FORMATION OF ACADEMIC COUNCIL:**

The Academic Council shall be the principal academic body of the University which shall consist of not more than fifteen members and shall, subject to the provision of the section 24 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

The Academic Council shall consist of the following members:

- (a) Chairperson – Vice-Chancellor
- (b) Members –All Deans of Faculty and all Chairpersons of Board of Studies.
- (c) Nominated members – Two teachers above the cadre of Associate Professor / Reader from each constituent Institution and to be nominated by the Vice-Chancellor for a term of Two years.
  - (i) Teacher can be re-nominated for second term continuously.
  - (ii) Teacher cannot be re-nominated for continuous third term; however he/she will become eligible for nomination again after break of one term.
- (d) Controller of Examinations.
- (e) Member Secretary-Registrar.
- (f) One representative nominated by Chairman, Regulatory Commission.
- (g) Three members from among the Principals/Deans/Directors of constituent Institutions to be nominated by Vice-Chancellor in rotation.
- (h) External Members: Two members from other Universities to be nominated by the Vice-Chancellor.
- (i) Student Members: One Under-Graduate and one Post-Graduate Student from amongst the regular students of constituent institutions to be nominated by Vice-Chancellor.
- (j) Chancellor's Nominee: Two members to be nominated by the Chancellor. Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice-Chancellor for necessary action.

Member who remains absent for three consequent meetings without prior permission and valid reason, shall cease to be member of the Council.



Casual vacancies shall be filled for the remainder period of the term of Member.

Removal/Disqualification:

- (i) The person resigns from his/her post in University ceases to be member.
- (ii) On removal or dismissal from his/her post in University.
- (iii) Convicted for any offence including moral turpitude.
- (iv) Nominating Authority may remove a Member who is sick, insane and incapable of discharging duty in the Council.
- (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

4. **CONDUCT:**

- (a) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.

5. **GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:**

- (a) In general, the Academic Council shall meet twice a year (August & February). Vice-Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Academic Council shall meet on requisition of Vice- Chancellor.
- (c) Registrar shall notify the meeting on the orders of Vice- Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.

- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice- Chancellor is authorized to invite experts as and when required. However such invitee members shall neither is counted to fulfill quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated.
  - (i) Due to vacancies in Academic Council.
  - (ii) Due to non-receipt of meeting notice by any member or members.
  - (iii) Due to defective nomination of any member.

6. **POWERS, DUTIES AND FUNCTIONS:**

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the The Adhiniyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- (d) To promote research and innovation related activities in the University.
- (e) To make recommendations to the Governing Body on the proposals received from different faculties of the University, for the conferment of degrees,

honorary degrees or any such other distinction (like Diplomas or Certificates) or honors of the University.

- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behaviors and etiquette of the students in the Institutions, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
- (m) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
- (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- (r) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after Completing the task assigned.

- (s) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehavior, misappropriation, and thefts will also be looked into by the Council.
- (t) To consider and act on the recommendations of such committees.
- (u) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
- (v) To initiate and promote research and related activities in various constituent Institutions and centers.
- (w) To consider other academic or student welfare matters referred to the Academic Council.
- (x) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (y) To appoint committees for admission of students in different faculties of University.
- (z) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (aa) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (ab) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

## **STATUTE -12**

### 1. **Short title and commencement:**

- (a) This statute may be called the P.K. University, Shivpuri, Madhya Pradesh **Finance Committee**, statute 2016.
- (b) This shall come into force with effect from the date of publication in the official gazette.

### 2. **FINANCE COMMITTEE:**

#### (i) **CONSTITUTION:**

There shall be a Finance Committee of the University consisting of the following members, namely:

- a. The Vice -Chancellor – Chairperson
- b. The Director Finance – Vice Chairperson
- c. One Member to be nominated by the Chancellor preferably with Chartered Accountant background.
- d. One member to be nominated by Governing Body
- e. One Member to be nominated by board of Management from amongst its members.
- f. One Member to be nominated by the Academic Council from among its Members;
- g. The Registrar;
- h. Chief Finance & Accounts Officer, as Member Secretary;
- i. As per the provision of Act 2007 and as amended time to time.

#### (ii) **TENURE:**

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner **as the original constitution**. In absence of the ex officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

#### (iii) **POWERS AND FUNCTIONS:**

The Finance Committee shall perform the following functions namely :—

- (a) Shall vet the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the university prepared by the board of management, it shall put up to the governing body for its consideration and approval, after incorporating its expert views.

- (b) Shall vet and analyze the annual financial statements and accounts of the university prepared by the Board of Management and its recommendation thereon along with the annual budget, it shall put it up to the Governing Body for its consideration and approval.
- (c) Shall make its recommendations to the Governing Body to accept bequests, and donations of property to the university on such terms as deemed proper.
- (d) Shall recommend mechanism and ways and means to generate and enlarge resources of the university.
- (e) To conduct a scrutiny of accounts of the university, whenever called upon by the board of Management.
- (f) To review the concurrent and the yearly audit reports and make recommendations thereupon;
- (g) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creation, up-gradation or abolition of posts considered superfluous in the university;
- (h) To prepare policy and procedure guidelines for purchase/procurements at the institutions.
- (i) Notwithstanding anything contained in the above sections, the vice-chancellor with the approval of chancellor may in case of urgency and for reasons to be recorded in writing incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;

**Provided** that, such expenditure shall be placed before the finance committee for ratification at its immediate next meeting.

**Provided** further that, if the incurring of expenditure by the Vice- Chancellor is not satisfactory, the finance committee may refer it to the chairperson of the Governing Body, whose decision in the matter shall be final.

- (j) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (k) Shall advise the Governing Body on any question affecting the finances.
- (l) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.
- (m) Where the votes on any subject considered by the Finance committee are equally divided, the Vice- Chancellor shall have the casting vote.

- (n) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/ rectifications.
- (o) It is empowered to appoint any specific audit including stock audit.

(iv) **MEETINGS & QUORUM:**

- (a) The Finance committee shall meet at least once in three months.
- (b) Four members of the Finance Committee shall form the quorum.

**STATUTE -13**

1. **Short title and commencement:**

- (a) This statute may be called the P.K. University, Shivpuri, Madhya Pradesh **Standing Committee of University**, statute 2016.
- (b) This shall come into force with effect from the date of publication in the official gazette.

2. **CONSTITUTION OF THE STANDING COMMITTEE ON ACADEMIC AFFAIRS**

— The Standing Committee on Academic Affairs of the University shall, in addition to the Vice-Chancellor consist of the following persons, namely

**Class I Ex-Officio Members:—**

- (1) The Director of Collegiate Education.
- (2) The Director of Technical Education.
- (3) The Director of Medical Education.
- (4) The Chairman of all Boards for Under-graduate and Post-Graduate courses of studies; and
- (5) The Deans of all faculties.

**Class II-Other Members:-**

- Two Members elected by different departmental Heads from among themselves in accordance with the system of proportional representation by means of the single transferable vote.
- (b) The Vice-Chancellor shall be the ex-officio Chairman of the Standing committee on Academic Affairs.
- (c) The Members of the Standing Committee on Academic Affairs, other than *ex-officio* members, shall hold office for a period of three years and such members shall be eligible for election for not more than another period of three years:

Provided that where a member is elected to the Standing Committee on Academic Affairs to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as full period of three years for purpose of this clause:

Provided further that where an elected member of the Standing Committee on Academic Affairs is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Standing Committee on Academic Affairs ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment choose whether he will continue to be a member of the Standing Committee on Academic Affairs by virtue of his election or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice, he shall be deemed to have vacated his office as an elected member.

- (d) The members of the Standing Committee on Academic Affairs shall not be Entitled to receive any remuneration from the University except such Daily and travelling allowances as may be prescribed:

Provided that nothing contained in this clause shall preclude any member from drawing the normal emoluments to which he is entitled by virtue of the office he holds.

- (e) A member of the Standing Committee on Academic Affairs, other than ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.

### **POWERS AND DUTIES**

- (A) Powers of the Standing Committee on Academic Affairs — Subject to the Provisions of the Act, the Standing Committee on Academic Affairs shall have the following powers, namely:-



- (a) To advise the Governing Body on all academic matters;
  - (b) To propose regulations regarding special courses of study or division of Subjects in University or Departments of University;
  - (c) To propose regulations regarding courses of study, examinations and the conditions on which students of University Departments shall be admitted to examinations of the University;
  - (d) To advise the Governing Body regarding schemes for the constitution or reconstitution of departments of teaching and research;
  - (e) To advise the Governing Body on the promotion of research in University,
  - (f) To perform any other duty which the Governing Body may by resolution delegate or assign to it and generally to advise the Vice-Chancellor and Syndicate on such matter as may be referred to it.
- (B) The Standing Committee on Academic Affairs may propose to the Syndicate the draft of any statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;
- Provided that the Standing Committee on Academic Affairs shall not propose the draft of any statute or of any amendment to a statute relating to matters other than academic affairs.
- (C) The Governing Body may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section (2) and may either pass the draft statute or reject or return with or without amendments to the Standing Committee on Academic Affairs for reconsideration.
- (D) Any member of the Governing Body may propose to the Governing Body the draft of a statute and the Governing Body may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs.
- (E) In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Syndicate shall refer it for consideration to the Standing Committee on Academic Affairs, which may, either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Standing Committee on Academic Affairs may approve and

the Governing Body may either pass with or without amendment or reject the draft.

- (F) In making ordinances, the Governing Body shall consult the Boards of Studies when such ordinances affect the appointment and duties of examiners and the Standing Committee on Academic Affairs, and when they affect the conduct or standard of examinations, or the conditions of residence of students.
- (G) The Standing Committee on Academic Affairs may make regulations consistent with the Act, the statutes and the ordinance to carry out the duties assigned to it there under.

All such Statutes shall have effect from such date as the Standing Committee on Academic Affairs may direct, but every Statue so made shall be submitted as soon as may be to the Senate for its consideration at its next succeeding meeting.

#### 4. **MEETINGS AND PROCEEDINGS**

— There shall be two ordinary meetings of the Standing Committee on Academic Affairs in a year on dates to be fixed by the Vice-Chancellor.

— The Registrar shall under the direction of the Vice-Chancellor, give not less than four week notice of the date of an ordinary meeting.

***Special Meeting of the Standing Committee on Academic Affairs*** — The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.

***Chairman of the meeting*** — The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

***Quorum*** — One-third of the members of the Standing Committee on Academic Affairs, whichever is less, shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

## **STATUTE -14**

### **EXAMINATION AND RESULT COMMITTEE**

- (1) The Examination and result committee, which will be valid for three years for each department, shall consist of the following members:
 

(i) Dean of Faculty (by Rotation)	-	Chairman
(ii) Head of the Department	-	Member
(iii) Two Senior most teachers of the Department		
(Other than the head of the department)	-	Member
- (2) Examination committee shall recommend to the Controller of Examination the names of Examination, Paper Setters, Moderator and Examiner of different subject. Vice-Chancellor shall reserve the right to add or delete name of any person in the proposed list.
- (3) Examination and result committee shall approve the results of the concerned department before declaration
- (4) If the committee is not satisfied with the result, It may recommend suitable corrective measures to the Vice -Chancellor and shall implement after due approval from the Vice -Chancellor.

## **STATUTE -15**

### **FACULTIES**

- (1) The University shall include the following faculties :
  - (i) Faculty of Dental Science
  - (ii) Faculty of Medical Science
  - (iii) Faculty of Nursing Science
  - (iv) Faculty of Science
  - (v) Faculty of Education
  - (vi) Faculty of Commerce & Finance
  - (vii) Faculty of Management
  - (viii) Faculty of Engineering and Technology
  - (ix) Faculty of Computer Sciences & Application
  - (x) Faculty of Arts
  - (xi) Faculty of Law
  - (xii) Faculty of Ayush
  - (xiii) Faculty of Pharmacy
  - (xiv) Faculty of Vocational Studies

- (xv) Faculty of Architecture & Planning
- (xvi) Faculty of Paramedical Science
- (xvii) Faculty of Library Science & Information Technology
- (xviii) Faculty of Bio-medical Science & Technology
- (xix) Faculty of Hotel Management & Catering Technology & Hospital Management
- (xx) Faculty of Homoeopathy Medical Science
- (xxi) Faculty of Sports Science
- (xxii) Faculty of Agriculture Science & Technology
- (xxiii) Faculty of Veterinary Science
- (xxiv) Faculty of Aerospace Science
- (xxv) Faculty of Linguistic
- (xxvi) Faculty of Mass Media & Journalism.

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.
- (3) The faculties will organize under graduate and post graduate degree, Diploma and Vocational courses.

## **STATUTE -16**

### **DEANS OF FACULTIES**

There shall be a Dean for each Faculty. A Professor within the faculty shall, by rotation according to seniority, act as Dean of the Faculty for a period of three years,

Provided that:-

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

## **STATUTE -17**

### **CONSTITUTION OF FACULTIES**

Each Faculty shall consist of the following members, namely:

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty.
- (3) All Professors in the Faculty.
- (4) One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

## **STATUTE -18**

### **POWER OF THE FACULTIES**

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances and Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

## **STATUTE -19**

### **1. BOARD OF STUDIES:**

There shall be a Board of Studies for each Faculty. In each faculty, the Board of Studies will be constituted on the basis of number of university examinations or semesters. The Board of Studies will be comprising of:-

- (i) HOD and one representative each from the concerned subjects;
- (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries, after approval of Vice-Chancellor from a panel of five persons.
- (iii) One of the members of the Board of Studies as decided by the member of the Board of Studies shall be the Chairman of the Board of Studies.
- (iv) The term of the Chairman shall be three years. The next Chairman shall be elected by the members of Board of Studies.

- (v) The term of the Co-opted members of the board of studies shall be three years.
- (vi) The Vice- Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (vii) Detailed syllabus of the different courses of the department shall be prepared by the board of studies and be submitted to the Academic Council for its approval and publication.
- (viii) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (ix) Board of Studies shall be arranged at least once a year.

## **STATUTE -20**

### **STUDENTS COUNCIL**

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice- Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of students' participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

## **STATUTE -21**

### **APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching positions in the University namely the Professors, Readers, and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Readers and Lecturers) shall be advertised in the national daily / News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.

- (4) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
  - (i) The Vice-Chancellor - Chairman.
  - (ii) One observer not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
  - (iii) Three subject expert nominated by the Vice- Chancellor from a panel of five experts approved by the Chancellor.
- (7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the selection Committee meeting.

- (8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
- (9) In addition to full-time teachers, the Board of Management / Vice -Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.

- (10) Teachers already working (appointed by the sponsoring Body / Institute)
  - (i) Teachers (Professor/Reader/Lecturer) who are already working and who are appointed on regular basis, following due procedure in the same institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute and the Act. 2007.

- (ii) After examining each case, as per the norms/qualification laid down by the UGC/any other relevant Regulatory body the committee as (i)above, shall observing the conditions mentioned in 7(1) of this statute, submit its recommendations to the Governing Body .
- (iii) The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.

## **STATUTE -22**

### **CATEGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University
  - (i) Permanent/Probationary employees
  - (ii) Contractual employees
  - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.



## **STATUTE -23**

### **OTHER OFFICERS OF THE UNIVERSITY**

(1) The following shall be the other Officers of the University:

(i) **Controller of Examination:**

- (a) Controller of Examination will be an officer of the university and shall be appointed by the Vice- Chancellor from amongst the Teachers of the University.
- (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice- Chancellor may appoint for the purpose.
- (c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

(ii) **Librarian:**

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.

(iii) **Dean Student Welfare (DSW):**

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

(2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

## **STATUTE- 24**

### **CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice-Chancellor.
- (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
- (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
- (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
- (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
- (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (iii) The Vice-Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
- (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

## **STATUTE -25**

### **PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;

- I. Prospectus / Registration form
- II. Admission fees (Where applicable)
- III. Tuition fees for the course
- IV. Examination fees
- V. Library fees
- VI. Development/amalgamated fund
- VII. Laboratory fees
- VIII. Caution money

The University can introduce other heads of fees from time to time.

- 2) In addition, fees for duplicate mark sheets, revaluation, and exam admit card, issuance of degree/migration and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- 3) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- 4) The fees for the courses which need approval of the regulatory bodies like AICTE/ NCTE/ MCI etc; shall be in conformity with those proposed by the concerned Regulatory Bodies.
- 5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the board of management from time to time and will be made available to the students along with the prospectus for the concerning session.
- 6) The tuition fees for the various courses will be defined in their respective ordinances.
- 7) All fee subject to approval of the regulatory commission as per provision of 36(10)(b) of the act 2007.

## **STATUTE-26**

### **ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4) (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.  
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

## **STATUTE -27**

### **CONVOCATION**

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice- Chancellor shall preside over the convocation function.

## **STATUTE -28**

### **ADMISSION OF STUDENTS**

#### **1. Admissions:-**

- (a) Admission in the university shall be made strictly on the basis of the merit;
- (b) Merit for admission in the university may be determined—
  - (i) Either on the basis of marks or grade obtained in the qualifying examination and achievement in co-curricular and extra-curricular activities
  - (ii) On the basis of marks or grade obtained in entrance test conducted
    - (a) By constituent institutions/University or
    - (b) By any competent/designated agency or
    - (c) By different State/National/Professional bodies.
    - (d) By an association of colleges/university conducting similar courses or
    - (e) By any agency of state /statutory body of Government of India, such as MCI/DCI/INC/BCI/PCI/NBE/NCTE or AICTE and/or
  - (iii) on the basis of group discussion/counseling/interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The university may conduct its own entrance test or utilize the list of result examination/test conducted by different State/National/Professional bodies, recognized by Govt. of India / UGC/ State Govt.

#### **3. Admission Committee**

The admission in the constituent institutions/school of studies/depts. Will be made by respective heads of institutions duly assisted by the admission committee strictly in accordance with the norms of the applicable statutory bodies and Authorities and as amended from time to time.

#### **1. Reservation of seats:-**

Seats for admission in the university for the students belonging to scheduled castes, scheduled tribes, other backward classes, women, handicapped students, children of defense personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.

## **STATUTE -29**

### **1. ANNUAL REPORT AND THE BALANCE SHEET**

- (a) The Annual report of the University shall be finalized by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.
  - (b) The annual report of the University shall cover the period from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
  - (c) The annual report shall envisage the future expansion of university keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also investing in building a highly technical and capable resource pool of skilled and professional talent.
2. Copies of the Annual report of the university shall be circulated amongst the members of the Board of Management on or before the 31<sup>st</sup> of December, immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the board of Management, after the expiry of the said period is held, whichever is earlier.
  3. The Board of management shall, there after send a copy of the annual report to the member secretary and shall ensure that the same is placed before the meeting of Governing Body for approval.
  4. The annual report after the approval by governing Body will be submitted to the sponsoring body.
  5. A copy of Annual report will also be presented to visitor and regulatory commission. As per the provisions of 37(2) of the Act, 2007.
  6. The balance sheet of the university along with the income and expenditure accounts, Duly audited by the Chartered Accountant.
  8. A copy of the annual report and the annual accounts prepared under Sub –section 38(3) Of the Act 2007 are presented to the visitor and the M.P. state university Regulatory Commission after its approval by the governing body.

## **STATUTE -30**

### **RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

## **STATUTE -31**

### **ACTION AGAINST TEACHERS**

Where there is an allegation of misconduct against a teacher, the Vice- Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice- Chancellor may decide course of action including suspension depending on the severity of the misconduct, however, for taking actions to the extent of termination of the teacher concerned, the Vice - chancellor shall report the matter to Governing Body whose decision will be final.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

## **STATUTE -32**

### **ACTION AGAINST NON-TEACHING EMPLOYEES**

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.

However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice- Chancellor whose decision will be final.

- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

## STATUTE -33

### APPOINTMENT OF EXAMINERS

1. In this Statute:

(i) **“Internal Examiner” means:**

(a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.

(b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.

(ii) **“External examiner” means** an examiner other than an internal examiner.

(iii) **“Co-examiner” means** an examiner in a written paper other than the paper- setter.

2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.

3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -

(a) The academic qualifications and teaching experience at degree and post graduate levels.

(b) The field of specialization.

(c) The examination of the University and years in which they have acted as examiners in the past.

4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein,



5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates thereat.
6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :-
  - (i) A panel of three names for the appointment of the paper setter of each written paper.
  - (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least 50% percent in excess of the number to the appointment.
  - (iii) A list of names of persons for appointment as examiners in each practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.
7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualifications of the paper setters and Co-examiners shall be as per norms laid down by the related regulatory bodies viz. UGC,AICTE,NCTE,MCI,DCI,PCI & BCI , etc.

(B) **CO-EXAMINERS**

The qualifications shall be same as for paper setters but the minimum teaching/ professional experience required shall be less by two years than that prescribed in case of the paper setter.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department School of Studies /Department the University with at least three years teaching experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

- 9(1) In case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.
- (3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.
- (4) The internal examiner in case of practical examination both at the degree and the postgraduate's level shall appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.
- (5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department or this University.
- 10.(i) 50% of the paper setters at the postgraduate examination and 25% of the paper setters at the first degree examination in any examination in any subject shall be external.
- (ii) Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.
- 11.(i) No one shall ordinarily be given more than one theory examinership (paper setting or Co-examinership) In case the Examination committee considers it necessary to recommend more than one examinership (one for the first degree examination and

one for post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration for the vice- Chancellor.

- (ii) Ordinarily not more than one paper setter shall be appointed from any one University Teaching Department, School of Studies of College in the same subject at any one examination.
  - (iii) No one who is a paper setter at any Postgraduate examination shall be appointed as an external Viva-voce examiner at that examination.
  - (iv) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
  - (v) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
  - (vi) While recommending names for examiner ship in faculties where English is not the sole medium of examination the examination Committee shall ensure that the examiners recommend can value the scripts written in Hindi.
  - (vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of Examinations in the faculties of engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory.
- (3) An examiner's work shall be deemed to be unsatisfactory if
- (i) Mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or
  - (ii) He or she is found by the governing body to have delayed the work without good cause or
  - (iii) There is an adverse report from the head Examiner; or

(iv) In the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and

(v) If there is serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) In paper for which there is only one examiner, he shall set the paper and Value the answer books received by him.
- (2) In a paper for which more than one examiner has been appointed, the head examiner shall:-
  - (i) Set the paper ;
  - (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with list own standard in the valuation of the answer book by his co examiners.
  - (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
  - (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
  - (v) Assign duties to the Deputy Head Examiners, if there be any.
  - (vi) Value such number of answer books as may be allotted to him.
  - (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
  - (viii) Report to the Registrar/Controller of Examinations on the work of the co examiner and state whether he has observed the instructions received from the Head Examiner.

- (3). A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4). (i) The Head Examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of subpara (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
- (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
- (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the co-examiner does not receive the memorandum of instructions from the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examinations. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examinations.
- (5). Notwithstanding the provision of sub-para (2) to (5) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation

committee shall be sent by the university to all examiners in the paper .All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.

- (14) If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.
- (15) Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
- (16) In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.
- (17) (1) in any subject, if Viva-voce examination is prescribed, it shall be  
Conducted by a Board of two examiners of whom one shall be an external examiner and the other internal
- (2) Except in the case of M.Sc (Previous) Examination in Chemistry, there shall be a board consisting of two examiners, one internal and the other an external examiner for conducting the practical examination in each special branch of the subject as the case may be.
- (3) In the Case of M. Sc. (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom and shall be, internal examine and two shall be external examiner. The board shall be so constituted as to represent

all the three branches of Chemistry, namely Inorganic, Organic and Physical.

*Note: In case of Viva-voce for LL.M. (Final) there will be two external examiners and one internal examiner.*

- (18) In the case of a subject for M.A, M.Sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.
- (19) Notwithstanding anything contained in the foregoing paragraph:-
- (a) The examinations in written papers and the practical and oral and clinical are session test, in each subject or group of subject for an examination in the faculty of medicine shall be conducted by a Board of two or four examiners one or two as case may be, of whom shall be external examiner/(s) and the other/(s) internal examiner/(s)
  - (b) There shall be a Board consisting of examiners of whom two shall be internal and two external in each of the subject for the M.D. /M.S. examinations for written papers, and the practical oral and clinical tests.
  - (c) In the faculty of medicine no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or master's Degree of a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the medical Council of India. In each subject there shall be at least one internal examiner (The Head of Department)
  - (d) The internal paper setter for examination in each subject in the faculty of medicine shall be appointed by rotation form amongst the Head of the Departments of the University. If Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.

- (20). ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the board concerned but the report on the working of the examination, the equipment of laboratories and the thesis shall be submitted by external examiner of each board under his signature only.
- (21). In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who:
- (a) possess a research in the subject and at least ten years teaching experience at the post graduate level, or
  - (b) Are scholars of repute in the subject.
- 22.(i) No person shall act as paper setter or examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.
- (ii) No person shall act as a moderator or tabulator for any examination if any relations are appearing/has appeared at that examination.



## **STATUTE- 34**

### **THE PROCTORIAL BOARD**

**(Refer Section 25)**

1. There shall be a Proctorial Board to maintain the discipline amongst the student of the University. It shall consist of the following members:
  - (i) A Professor nominated by Vice-Chancellor (Chairman)
  - (ii) The Chief Proctor (Convenor)
  - (iii) Additional Chief Proctor – 3 Gentleman and 2 Lady Professors
  - (iv) Dean Students Affairs.
  - (v) All Proctor (s)
  - (vi) All Wardens of the Hostels
  - (viii) One of the two students nominated by the Vice- Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice -Chancellor from amongst the teachers of the University; the number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.
5. The Chief Proctor and Proctors so appointed by the Vice- Chancellor for the period not exceeding three years.  
Provided than Vice- Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fail to discharge the duties well or if his/her activities are prejudicial to the interest of the University.
6. The Power and duties of Chief Proctor:
  - (i) The Chief Proctor shall get a Proctorial Form filled By students and Keep it for the record in his/her office.
  - (ii) He/she will issue Identity Card to each student under his/her seal and signature.
  - (iii) He/ She shall be authorized by the University to issue rail and air travel concession orders to the bonafide student of the university
  - (iv) He/ she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice-Chancellor.

## **STATUTE -35**

### **PRO. VICE- CHANCELLOR**

#### **(Refer Section 20(2))**

- (1) Every, Pro. Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor on such terms and conditions as may be laid down in the Ordinances;
- (2) Provided that where the recommendation of the Vice- Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice- Chancellor to recommend another person to the Executive Council;
- (3) Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint the senior most Professors to discharge the duties of a Pro Vice Chancellor in addition to his own duties as a Professor.
- (4) The term of office of a Pro Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice- Chancellor whichever is earlier and shall be eligible for reappointment:
- (5) Provided that a Pro Vice -Chancellor shall retire on attaining the age as per UGC norms.
- (6) The emoluments and other terms and conditions of service of a Pro. Vice -Chancellor shall be such as may be prescribe by the Ordinances.
- (7) A Pro Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.
- (8) Where the Vice-Chancellor is the Chairman of any body or committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Pro Vice-Chancellor, and if there are two or more Pro Vice-Chancellors, the senior-most Pro Vice- Chancellor shall preside over such meeting.
- (9) A Pro Vice-Chancellor shall, on being authorized by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, body or committee of the University but shall not be entitled to vote thereat:
- (4) Provided that if the Pro Vice-Chancellor is a member of such authority, body or committee, such Pro Vice-Chancellor shall have all the rights and privileges of a member thereof.

## **STATUTE -36**

### **DEAN STUDENT WELFARE**

1. The Dean Student Affairs officer of the university may be appointed for a period of two years by the Board of Management on the recommendation of Vice-Chancellor.
2. The Dean Student Affairs shall be a full time salaried officer.
3. The Qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the university.
4. The Dean Student Affairs shall be governed by the service rules prescribed by the university for the employees of the University.
5. The Dean Student Affairs shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the University.
6. The Dean Student Affairs shall if required by the board of management, Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
7. Subject to the control of Vice -Chancellor and Board of management, the Dean Student Affairs shall:
  - (i) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
  - (ii) Arrange for employment of student in accordance with plans approved by the Vice- Chancellor and the Board of Management
  - (iii) Assist the students in obtaining scholarships, studentships, etc. by furnishing them the information relation to these.
  - (iv) Communicate with the guardians of the students concerning the welfare of the students.
  - (v) Perform such other duties as may be assigned to him for time to time by the Vice- Chancellor and the Board of management.

**उच्च शिक्षा विभाग**  
मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 1 जून 2016

क्र. आर-108-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम-2007 की धारा 26 के अनुक्रम में, डॉ. ए. पी. जे. अब्दुल कलाम निजी विश्वविद्यालय, इन्दौर के प्रथम परिनियम क्र. 1 से 37 तक राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01 से 37 तक

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE**  
**STATUTE - 01**  
**SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The "Statutes" means the Statutes of DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette by State Government.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, as amended from time to time. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these statutes shall be deemed to debar the University from amending the statute subsequently according to the Provision of section 27 of the act, and the amended statutes, if any shall be applicable from the date of publication in the official Gazette of the M.P. State Government.

## STATUTE -02 DEFINITIONS

In this statutes unless the context otherwise required

1. "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 (no.17 of 2007) as amended from time to time.
2. "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course (s) and apportioned into "terms" as stipulated in the Ordinance.
3. All words and expressions used herein and defined in the statute and the Rules shall have the meaning respectively as assigned to them in the statute and Rules.
4. "Board of Studies" means the Board of Studies of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE Teaching Departments/Faculties.
5. "Board of Management" means the Board of Management of DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE
6. "Chancellor" Means the Chancellor of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE
7. "Chief Finance and Accounts officer" means the chief finance and accounts officer of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
8. "Convocation" means the convocation of the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
9. "Course(s) means prescribed area(s) of course(s) of study of programme (s) and for any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
10. "College" means an institution situated as a constituent unit in the main campus and maintained by the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE under the provisions of these statutes.
11. "Decided, by the University/ University may decide/Decision of the University" means as decided by the Vice-Chancellor with approval of the chancellor.
12. "Employee" means any person appointed by the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE and includes teachers and other staff of the University.
13. "Faculty" means Faculty of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE listed in relevant Statute/Ordinance.
14. "Governing Body" means Governing Body of DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
15. "Head of University Department" means the faculty head of any department or head of any department or constituent institutions situated in the main campus of DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
16. "Principal" means the Head of a constituent College and includes, when there is no Principal.
17. "Regular Education" means delivering instructions, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
18. "Regulation" means regulation of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

19. "Regulatory commission" means regulatory commission constituted by State Government under section 36 of the Act.
20. "Rules" means Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Rules 2007", as amended from time to time.
21. "Scheme and Curriculum" means and includes nature, duration, pedagogy syllabus, eligibility, and such other related details (by whatever name it may be called) for the concerned course(s) of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
22. "Seal" means the common seal of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.
23. "Subject" means the basic unit(s) of instruction; teaching; training; research etc., by whatever name it may be called, as under the scheme and curriculum.
24. "Scheduled Tribes" means the Scheduled Tribes specified in relation to this State under Article 342 of the Constitution of India.
25. "Scheduled Castes" means the Scheduled castes specified in relation to this state under Article 341 of the Constitution of India.
26. 'Statutes', 'Ordinances' and 'Regulations' means the Statutes, Ordinances and Regulations of the University as the case may be, in force for the time being.
27. "School of Studies" means a constituent institution situated in the main campus & maintained by the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE as place for higher learning and research.
28. "Teachers of the University" means Professors, Associate Professor , Assistant Professor and such other persons as may be appointed for imparting instructions or conducting research, with the approval of the Vice-Chancellor of the University or any constituent College institution in the campus maintained by the University.
29. "University" means DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE
30. "Vice-chancellor" means the Vice-Chancellor of University.
31. "Visitor" means the Governor of state.
32. Words and expression used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.
33. All words and expressions used herein and defined in the statute and the Rules shall have the meaning respectively as assigned to them in the statute and Rules.

**STATUTE —03****SEAL OF THE UNIVERSITY**

The University Shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changes or amendment as deemed necessary from time to time by the University. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbols of Graphic expression, abbreviation of likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government. The University may opt to register these under relevant rules and laws of the Land.

**STATUTE - 04****OBJECTIVES OF THE UNIVERSITY**

The following shall be objectives of the DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE.

- To offer right of education to all students, belonging to rural background or/& of different caste, sex or creed.
- To offer job oriented course to the youth of country, in order to promote self-efficiency.
- To create, state of Art facilities, for research in Technology & Medical Sciences, etc.
- To create atmosphere of sharing & dissemination of knowledge, with individuals & at professional fronts.
- To create higher level of intellectual abilities in students, by creating Centre of excellence.
- To follow the standard of University Grants Commission & other Regulatory bodies for conducting Degree, Diploma, Certificate & other academic distinctions.
- To pursue, any other objectives, as may be approved by State Government, based on recommendations of Regulatory Commission, from time to time.
- To enlighten youth & promote socio-economic power of region, increasing Gross Enrollment Rate above National level, contributing in the growth of Country.

**STATUTE -05****APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the section no 16 of the Act, the Chancellor shall be appointed by the sponsoring body i.e. (Ayushmati Education & Social Society, Bhopal) for a period of five years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall send the name, along with Bio-data of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall be the Head of the University.
- (3) The Chancellor shall preside over the meeting of the Governing Body and shall, when the Visitor is not present, preside over convocation of the University, for conferring degrees, diplomas or other academic distinctions.
- (4) The Chancellor shall exercise powers as specified in Section 16 clause 4 of the Act and powers provided in statute or Ordinance of University.
- (5) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of Visitor following the procedures laid down above under clause (1) of this statute. Provided that the Chancellor shall notwithstanding the expiry his term may, continue to hold his office until him/her is reappointed or his successor enter upon his office, provided that the period shall not exceed more than six months.
- (6) In case of any emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period shall not exceed more than six months.
- (7) It shall be the duty of the Chancellor to ensure that the provisions of the Act, the Rules, the Statutes, the Ordinances or the Regulations are faithfully complied by the University authorities.
- (8) The Chancellor shall exercise, supervise and have general control over the affairs of the University and Decision of the Chancellor shall be final for the university for all the Administrative, Financial, Academic matters and any other matters therewith.
- (9) The Chancellor shall be entitled to receive accommodation, vehicle facility, honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- (10) The Chancellor shall have the following powers, also:
  - (a) To appoint and remove the Vice-Chancellor, as per provisions of section 17 of the Act;
  - (b) To call for any information or record of university.
  - (c) Such other powers as may be conferred by the Statutes & ordinance of university;
- (11) The chancellor wishes to relinquish his office he shall write a letter in his own hand writing addressing to the Visitor. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval; he shall accept his resignation and propose a new name to the Visitor as per clause (1) of this Statute.
- (12) In a special meeting called for the purpose, the executive committee of the sponsoring body may consider a "no confidence motion" against the chancellor and if passed by two third of majority, can recommend the visitor for the removal of chancellor.



**STATUTE -06****APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE VICE CHANCELLOR**

- (1) The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the selection committee constituted for the purpose as per Section 17 of the Act or as per guidelines issued by the State Government / UGC from time to time.
- (2) The Selection Committee, referred to in sub-section (1) shall consist of the following members, as per section 17 clause 2 of Act.
  - (i) Two eminent academicians nominated by the sponsoring body.
  - (ii) One eminent person nominated by the State Government.
- (3) The Chancellor shall appoint one of the members of the selection committee as Chairman.
- (4) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor. Provided that if the Chancellor does not approve the recommendation of the selection committee, he may call for fresh recommendation from the selection committee.
- (5) Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of University, as per the provisions of Section 17 (5), of the act.
- (6) The Vice-Chancellor appointed under section (1) shall hold office for a term of four years and shall not be eligible for appointment for more than two terms. Provided that, notwithstanding the expiry of his term, he shall continue to hold office until his successor is appointed or enters office but in any case this period shall not exceed six months. Provided that he shall not hold the office after attaining the age of 70 years or as per guidelines issued by the State Government / UGC from time to time.
- (7) The Vice-Chancellor shall be a full-time salaried officer of the University and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body provided that the pay, allowance and other conditions of service shall not be less than what has been approved by U.G.C.
- (8) If at any time upon representation made or otherwise and after making such enquiries as may be deemed necessary, it appears to the Chancellor, that the Vice-Chancellor:—
  - (i) Has made default in performing any duty imposed on him, by under the statute or ordinance of University
  - (ii) Has acted in manner prejudicial to the interests of University or
  - (iii) Is incapable of managing the affairs of the University the Chancellor may, notwithstanding the fact that the terms of-office of the Vice-Chancellor has not expired, by an order in writing stating the reasons therein, require the Vice-Chancellor to relinquish his office as from such date as may be specified in the order.
  - (iv) Provided that no such order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.

- (9) As from the date specified the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- (10) In the event of the occurrence of any vacancy including temporary vacancy in the office of the Vice-Chancellor by reason of his death, resignation, leave, illness or otherwise, Pro Vice-Chancellor for that purpose shall act as the Vice-Chancellor as authorized by Chancellor until the date on which Vice-Chancellor is as per provision act to fill such vacancy, enters upon his office provided that this period shall not exceed more than six months.
- (11) The Vice-Chancellor shall be the principal executive and academic officer of University and shall exercise general superintendence and control over the affairs of University and shall execute the decisions made by various authorities of University.

In addition to the powers and duties prescribed in section 17 of the Act the Vice-Chancellor shall also exercise such other powers and perform such other function as given below:—

- (I) He shall be Ex-Officio Chairman of Board of Management, the Academic Council, and Finance Committee and All Bodies of the University. The Vice-Chancellor shall be entitled to be present in the meetings of all bodies of the University but shall not be entitled to vote at unless he is a member of such body.
- (II) It shall be duty of the Vice-Chancellor to see that provisions of the Act and the Statutes and Ordinance and Regulations made by the University are duly complied with and he shall have all the powers necessary to ensure their compliance. The Vice-Chancellor may constitute such committees as he deems it necessary to help him in the discharge of the duties entrusted upon him by or under the statute and ordinance.
- (III) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions, direction or orders of all authorities of the University.
- (IV) The Vice-Chancellor shall have the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such persons, as he may deem fit.
- (V) The Vice-Chancellor shall be competent to grant leave to any officer of the University in accordance with the rules and make necessary arrangement for the discharge of the functions of such officer during his absence.
- (VI) The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desire, delegate such powers to another officer of University.
- (VII) The Vice-Chancellor shall have the power to convene the meetings of the different Bodies constituted by University
- (VIII) The Vice-Chancellor shall have the power to appoint on the sanctioned and vacant posts of Professors, Associate Professor, Assistant Professor and other Teachers following the procedure of their appointment with the approval of the Chancellor.
- (IX) The Vice-Chancellor shall have the power to appoint persons as may be considered necessary by the Academic Council for the functioning of the University with the concurrence of the Board of Management.
- (X) The Vice-Chancellor shall have the power to make short term appointments for a period not exceeding six months at a time of such number of persons as may be

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considered necessary for functioning of the university with the prior approval of Chancellor.

- (12) In the absence of the Visitor and the Chancellor, the Vice Chancellor shall preside over at the convocation of the University, for conferring Degree, Diplomas or other Academic destinations.
- (13) The Vice-Chancellor may by writing addressed to the chancellor resign his office.

## **STATUTE - 07**

### **APPOINTMENT TERMS & CONDITIONS AND POWERS, DUTIES OF THE REGISTRAR**

#### **1. APPOINTMENT OF REGISTRAR**

The first Registrar shall be appointed by the Sponsoring Body as per clause 18 (1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:

- (i) Vice-Chancellor - Chairman
- (ii) Nominee of the Chancellor
- (iii) Two Expert Members approved by the Governing Body
- (iv) One Observer nominated by the Chairman, Regulatory Commission
- (v) One Nominee of the Sponsoring Body

#### **2. SELECTION OF REGISTRAR**

The University will follow the following procedure for the selection of the Registrar.

(1) The University would invite applications for the post through the process of an advertisement in important minimum two News Papers having wider circulation as decided by Vice Chancellor.

2) A Summary of the candidates applied for the post shall be prepared by the Committee constituted for the purpose as per clause 1 as above.

(3) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.

(4) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.

(5) If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued. The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.

(6) When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties shall be performed by such person as the Vice-Chancellor may appoint for the purpose with the prior approval of Chancellor.

(7) The age of retirement of the Registrar shall be Sixty five years or as per guidelines issued by the State Government / UGC from time to time

## TERMS AND CONDITIONS OF SERVICE, POWERS AND DUTIES OF THE REGISTRAR

- (1) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- (2) The Registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (3) The Registrar shall be the member-secretary of the Governing Body, Board of Management and Academic Council but he shall not have the right to vote.
- (4) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or Ordinance of University.

If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the chancellor in writing stating the reasons therein, for the removal of the Registrar. Provided that before such action the Registrar shall be given an opportunity of being heard.

## DUTIES OF REGISTRAR

Duties of Registrar shall include:

- (1) To be the custodian of the records, the common property, and such other property of the University as the Governing Body and Board of Management may decide.
- (2) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member Secretary but shall not have a right to vote.
- (3) To issue notices conveying the dates of meeting of the University authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body/Board of Management from time to time.
- (4) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management and such other bodies which are formed under the direction of the Vice-Chancellor and shall record the minutes and send the same to the Vice-Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/M.P. State University Regulatory Commission /Chancellor Vice-Chancellor may desire from time to time.
- (5) He shall discharge all such functions as assigned to him by the Chancellor of the University.
- (6) The Registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Chancellor.
- (7) To conduct official proceedings and correspondence of the University, the Governing Body, the Board of Management and the Academic Council and the committees appointed by such authorities from time to time.

- (8) To represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
- (9) To keep the minutes of the meetings of the Governing Body, Board of Management, the Academic Council, and of the committees appointed by such authorities from time to time.
- (10) To arrange the examination of the University in case no controller of Examination is appointed in the University.
- (11) To collect the income, disburse the payments of the University, in case no Chief Finance Officer is appointed in the University.
- (12) To exercise all such powers as may be necessary or expedient for carrying into the orders of the Chancellor, Vice-Chancellor or various authorities or bodies of the University of which Acts as secretary.
- (13) To discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor to whom he shall be responsible for the same.
- (14) To perform such other functions as may be specified in the Statutes, Ordinance or Regulations or as may be required from time to time by the Governing Body, Board of Management or the Vice-Chancellor.
- (15) To Order such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
- (16) To represent the University in suites and proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
- (17) Subject to the Control of the Vice-Chancellor, the Registrar shall have power to appoint on the sanctioned post, of the class III and class IV Ministerial & Academic Staff of the University and likewise shall exercise disciplinary control over them.
- (18) The Registrar shall have the powers to enter into and sign agreements and authenticate records on behalf of the University.
- (19) The Vice-Chancellor shall have power to take disciplinary action against Registrar required. However, an appeal could be made by the concerned Registrar to the Chancellor through Board of Management and the Vice-Chancellor. The Vice-Chancellor shall place the appeal before the Board of Management within a period of 30 days from the date of the receipt of the appeal by him with his comments and observations if any. The decision of the Chancellor shall be final.
- (20) An appeal shall be made to an officer so designated by the Board of Management against any order made by the Registrar. In cases where an inquiry discloses that a punishment beyond the powers of the concerned Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit.
- (21) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
- (22) The Registrar may by writing under his hand addressed to the Chancellor, resign his office giving three month notice, Provided that the notice period of three month can be condoned by the Chancellor if three month salary is deposited by the such officer.

**STATUTE - 08****APPOINTMENT, TERMS AND CONDITIONS, POWERS AND DUTIES OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor.

**THE APPOINTMENT OF CHIEF FINANCE AND ACCOUNT OFFICER (CFAO)**

The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.

The Committee shall consists of

- (i) Vice Chancellor - Chairman
- (ii) Nominee of the Chancellor / Pro Vice Chancellor
- (iii) Two finance Expert member approved by the Governing Body
- (iv) One Observer nominated by the Chairman, M.P. University Regulatory Commission
- (v) Nominee-of the Sponsoring Body

Provided that the first CFAO will be appointed by Chancellor for a period two years.

**SELECTION OF CFAO**

The University will follow the following procedure for the selection of the CFAO,

(1) The University would invite applications for the post through the process of an advertisement in any two important News Papers having wider circulation as decided by Vice Chancellor.

(2) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Vice Chancellor for the purpose.

(3) The date of meeting of the selection committee will be fixed and a notice to this effect shall be given at least 15 days in advance.

(4) The selection committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor. The committee shall consist of:

- (i) Vice Chancellor - Chairman
- (ii) Nominee of the Chancellor
- (iii) Nominee of the Sponsoring. Body
- (iv) Two expert members approved by Governing Body
- (v) One observer nominated by Chairman Regulatory Commission

(5) If a suitable candidates is not found in the first advertisement subsequent advertisement shall be issued.

(6) When the office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

(7) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.

(8) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice.

#### **Terms and conditions of CFAO**

(1) The Chief Finance and Accounts Officer shall receive a salary in the pay scale and other allowances as decided by Chancellor.

(2) Term of CFAO will be of four years.

#### **DUTIES OF CFAO**

The duties of the CFAO shall include:

(1) The Chief Finance & Accounts Officer shall be responsible for managing the accounts and funds of the University, for maintaining the records property, and for regularly getting they audited.

(2) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.

(3) Maintaining the Financial records and any such other finance related records of the University as the Governing Body may decide.

(4) He shall discharge all such functions as assigned to him by the Chancellor/ Vice-Chancellor of the University.

(5) Exercise such duties, powers and perform other functions as may be prescribed by the Act, Statutes, Ordinance and Regulations and as directed by the Chancellor/ Vice-Chancellor and Board of Management.

(6) Exercise general supervision of the Fund of the University and advise it as regards its financial policies.

(7) Perform such other financial function as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by the Statutes or the Ordinance. Provided that Chief Finance & Accounts Officer shall not incur any expenditure or make any investments exceeding the limits as fixed by the Vice-Chancellor and the Board of Management and Governing Body.

**Chief Finance & Accounts Officer Shall also perform following duties as directed by Chancellor, Vice-Chancellor and Board of Management**

(1) Collect the income, disburse the payments and maintain the accounts of the University.

(2) Hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University.

(3) Ensure to the limits fixed by the finance committees for recurring and non-recurring expenditure for a year are not exceeded and money is used or spent for the purposes for which it was granted or allotted.

- (4) CFAO will be responsible for the preparation of the annual accounts and the budget, Audit Report & Action Taken Report of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee.
- (5) Keep a constant watch on cash and bank balances and investments.
- (6) Ensure that the registers of properties of the University are maintained properly and that the stock checking of materials and equipments and other materials in the offices of the University maintained by the University.
- (7) Watch the progress of collection of revenue and advice on the methods of collection of revenue.
- (8) Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularities, and suggest appropriate action against persons at fault.
- (9) Call from any office of the University, any information or reports that he may consider necessary for the performance of his functions.
- (10) The CFAO shall supervise, control and regulate the working of accounts & finance of the University and ensure the receipt of funds and it's utilization as per section 12 & 13 of Act.
- (11) The CFAO may by writing under his hand addressed to the Chancellor, resign his office giving three month notice or three month salary in lieu of notice.



## STATUTE - 09

### GOVERNING BODY OF THE UNIVERSITY

#### Constitution of Governing Body

(1) Constitution and functioning of the Governing Body shall be as laid down under section 22 of the Act. The Governing Body of the University shall consist of the following members namely:—

- (i) The Chancellor - Chairman
- (ii) The Vice-Chancellor
- (iii) Three eminent persons nominated by the sponsoring body out of which at least one shall be an eminent educationist;
- (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the state Government;
- (v) One representative of the State Government not below the rank of Deputy Secretary.
- (vi) Registrar – Member Secretary

(2) The terms of nominated members of the Governing Body will be for three years and individual can hold the membership not more than two consecutive terms.

(3) The Chancellor shall be the Ex-Officer Chairman of the Governing Body.

(4) The Governing Body shall be the principal authority of the University, and all Movable and immovable property of the University shall vest in the governing body and shall have the following powers namely:—

- (i) To control functioning of the University, by using all such powers as are provided by this Act or the Statutes, Ordinance or Regulations made there under.
- (ii) To review the decisions of other authorities of the University, in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances or regulations made there under;
- (iii) To approve the budget and annual report of the University, from time to time.
- (iv) To lay down the policies to be followed by the University.
- (v) Such other powers as may be prescribed by the Statutes of the University.
- (vi) The Governing Body shall meet at least three times in a calendar year.
- (vii) The quorum for meeting of the governing body shall be of five members as per the act, with at least one member nominated by the State Government.
- (viii) To make, review and approve, from time to time the broad policies plans and procedures and suggest measures for the improvement and development of the University.
- (ix) To make recommendation on any matter referred to it by the Chancellor.
- (x) In the interest of University, the Chancellor has the power to approve any matter related to University, subject to ratification in next Governing body meeting.
- (xi) All the matter to be placed for Governing body meeting should be first approved by the Chancellor.

**STATUTE -10****BOARD OF MANAGEMENT****Constitution of Board of Management**

(1) Constitution and Functioning of Board of Management shall be as laid down under Section 23 of the Act.

(2) The Board of Management shall consist of the following members, namely:—

- i. The Vice-Chancellor - Chairman
- ii. Two representative nominated by the sponsoring Body
- iii. Two representative nominated by the State Government
- iv. Two senior most Professors of the University, by rotation and
- v. Two senior most Teachers of University, other than the Clause (IV), by rotation.
- vi. Registrar – Member Secretary

The Board of Management shall be constituted with the approval of Chancellor.

(3) The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management.

(4) The Board of Management shall meet at least once in every two months.

(5) The term of the nominated members of the Board of Management will be of Three years.

(6) No nominated member shall hold office for more than two consecutive terms.

(7) The quorum for meeting of the Board of Management shall be at least five members with at least one member appointed by the State Govt.

**POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT**

The Board of Management shall have the following powers and function.

(1) Suggestion on Budget, Audit report and Annual Report of the University and to place it before the Governing Body for its approval.

(2) To prepare the Annual/Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.

(3) To follow the Budget for Expenditure as approved by the Governing Body.

(4) To perform any other functions which may be assigned by the Governing Body and Chancellor.

(5) To recommend to Governing Body for creating the post of other officers of the University.

(6) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the University.

(7) To manage and administrate the revenue and property of the University and to conduct all administrative affairs of the University.

(8) To create teaching and other academic posts.

(9) To prescribe qualifications for teachers and other academic staff in time with the norms set by the University Grant Commission or any statutory body which may be applicable to it.

- (10) To approve the appointment of such Officers, Professors, Associate Professor, Assistance Professor, and other teachers and academic staff as may be necessary on the recommendations of selection committee constituted for the purpose.
- (11) To approve appointment of temporary contractual and daily honorarium basis vacancies of any Teaching, Administrative & Academic Staff.
- (12) To specify the manner of appointment to temporary vacancies of any staff.
- (13) To manage and regulate the finance, accounts, investments property of the University and all other affairs of the University and to appoint such other agents as may be considered fit.
- (14) To invest money belonging to the University including any unexpended income, in such stocks, funds, shares or securities as it thinks fit in the purchase of immovable properties in India with like power varying such investment from time to time. Provided that no action under this clause shall be taken without consulting the Finance Committee and approval of Chancellor.
- (15) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment there to.
- (16) To regulate and enforce discipline amongst the employees in accordance with the statutes and ordinance of University.
- (17) To transfer or accept transfers of any immovable or movable property on behalf of the University with provisions followed in statute or Ordinance after the approval of Chancellor.
- (18) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may for any reason feel aggrieved.
- (19) To fix the remunerations payable to counselors examiners and invigilators and fix the traveling and other allowances payable to them, after consulting the Finance Committee.
- (20) To delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellor, Chief Finance & Accounts Officers, Registrar or other Officers, employee of authorities of the University or to a Committees appointed by it.
- (21) To execute fellowship, scholarship, studentships, and other provisions in welfare of students.
- (22) The Board of Management shall exercise the powers of the University not otherwise provided by the Statute, Ordinance and the Regulations for the fulfillment of the objects of the University.
- (23) To exercise such powers and perform such other functions as may be conferred or imposed by the Act or the Statutes, Ordinance and also directives of Chancellor of the University.

L. A. A.

**STATUTE -11****ACADEMIC COUNCIL - POWER, DUTIES AND FUNCTION****CONSTITUTION, POWERS, DUTIES AND FUNCTION OF THE ACADEMIC COUNCIL**

The Academic Council shall be Principal Academic Body of the University which shall consist of not more than fifteen members and shall, subject to the provisions of the section 24 of Act,

- (1) The Academic Council shall be the principal academic body of the University
- (2) The Academic Council shall consist of the following members:
  - (a) Vice-Chancellor - Chairman;
  - (b) Registrar - Member Secretary
  - (c) Deans and Heads of Departments as per their Seniority - Member
  - (d) Three Senior most Professors of the University Teaching - Member  
Departments nominated by Chancellor;
  - (e) Two Professors from the State /Central Government Universities  
nominated by The Chairman Regulatory Commission; - Member
  - (f) Two representative from amongst the Scientist/  
Member Educationists/Technologists/Industrialist nominated by the  
Chancellor Member provided that the total membership of the  
Academic Council shall not exceed to fifteen members at any time.

(3) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council, but he shall not have the right to vote and in his absence other person nominated by the Chancellor shall preside over the meeting.

(4) The Registrar shall be the Member Secretary of the Academic Council and in the absence of the Registrar, any other member authorized by the Vice-Chancellor shall act as the Member -Secretary. The Registrar will have no voting rights.

(5) Eight members of the Academic Council including the Chairperson shall form quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings.

(6) The Term of the nominated members of the Academic Council shall be of three years.

**POWERS, DUTIES & FUNCTIONS OF ACADEMIC COUNCIL**

Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely:

- (1) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
- (2) The Academic Council shall be the principal academic body of the University and shall, co-ordinate and exercise general supervision over the academic policies of the University.
- (3) To promote research and related activities in the University.

(4) To make recommendation to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.

(5) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.

(6) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management and to take appropriate action thereon.

(7) To make proposals to the Governing Body for allocating departments to the faculties.

(8) To make proposals to the Governing Body for the institution of Fellowships, Scholarships, Studentships, Exhibition Medals and Prizes and to make rules for their award.

(9) To recognize persons of eminence in their subject to be associated as research guide in the subject as prescribed in the ordinance.

(10) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.

(11) To recognize diplomas and Degrees of other universities and institutions and to determine their equivalence.

(12) To make special arrangements, if any, for the teaching of women or physically handicap students and for prescribing them special courses of study.

(13) To consider academic related proposals submitted by the faculties/ departments of the University.

(14) To approve syllabus of the different courses/ subject submitted by the faculties / departments and to constitute examination committee for the conduct of examinations according to Ordinances made for the purpose.

(15) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinance and such other conditions as may be attached to the award.

(16) To publish syllabus of various courses of study, lists of prescribed or recommended Text Book, Reference Books & Periodical, Journals for different subjects.

(17) To appoint committee for admission of students in different faculties of the University.

(18) To recommend to the Governing Body the rates of remuneration and allowances for the Examination work.

(19) To make recommendation in any matter referred to by Chancellor.

(20) To frame such regulations and rules consistent with the Statutes and the Ordinances regarding the Academic functioning of the University, including discipline, admissions, award of fellowships and studentships and other academic matters as mentioned in Act.

(21) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time by the Chancellor.

**STATUTE -12****FINANCE COMMITTEE**

(1) No decision involving financial implications shall be taken by any authority of the University without prior concurrence of the Finance Committee.

(2) The Finance Committee shall consist of the following persons, namely:—

- |       |                                   |   |                  |
|-------|-----------------------------------|---|------------------|
| (i)   | The Chancellor or His Nominee     | : | Chairman         |
| (ii)  | The Vice-Chancellor               | : | Member           |
| (iii) | The Registrar                     | : | Member           |
| (iv)  | Chief Finance & Account Officer   | : | Member Secretary |
| (vi)  | One Member of Governing Body      |   |                  |
|       | To be nominated by the Chancellor | : | Member           |
| (vi)  | One person to be nominated by     | : | Member           |
|       | the Sponsoring Body.              |   |                  |

(3) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.

(4) The Finance Committee shall meet at least twice in each academic year.

(5) Four member of the Finance Committee, including Chairman, shall constitute the quorum at the meetings provided that CFAO has to be amongst the present members.

(6) The Finance Committee shall be control all the financial matter of the University.

(7) The Finance Committee executes powers under the rules mentioned in Statutes, Ordinance, and Regulations of University.

(8) The Finance Committee shall review the income and expenditure of the University in every financial year.

(9) The Finance Committee shall approve the annual Budget before starting the every financial year and modified and sanctioned as from time to time as per requisition of the different authority or officers of the University after the approval of chancellor.

(10) To provide Direction for compliance of audit rules, annual accounts and annual reports provisions & inspection from time to time.

**FUNCTIONS AND POWERS OF THE FINANCE COMMITTEE**

(1) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the Board of Management and shall put up to the Governing Body for its consideration and approval.

(2) The Finance Committee shall consider the annual accounts of the University suggested by the Board of Management and its recommendation thereon along with the annual budget, and shall put it to the Governing Body for its consideration and approval.

- (3) The Finance Committee may make its recommendations to the Governing Body to accept bequests and donation of property to University on such terms as it deems proper.
- (4) The Finance Committee may recommend mechanism, ways and means to generate resources for the University.
- (5) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (6) The Finance committee shall advise the Governing Body on any question affecting University finances.
- (7) The Finance Committee shall be responsible for the compliance of Regulations relating to the maintenance of accounts of the income and expenditure of the University

### STATUTE - 13

#### STANDING COMMITTEE - FUNCTION & RESPONSIBILITIES

The Standing Committee of the University shall consist of following—

- |       |   |   |                    |
|-------|---|---|--------------------|
| (i)   | Vice-Chancellor   | - | Chairperson        |
| (ii)  | Pro Vice Chancellor   | - | Deputy Chairperson |
| (iii) | Registrar   | - | Member Secretary   |
| (iv)  | Chief Finance Account Officer   | - | Member             |
| (v)   | Deans of all Faculties of the University  | - | Member             |
| (vi)  | Three senior Heads of Departments of the University by rotation (which will be for three years) | - | Member             |

The Vice-Chancellor may invite additional members to the standing committee as and when required. The meeting of the Committee shall be convened under the direction of the Vice-Chancellor.

#### Function and Responsibilities of Standing Committee

- (1) The Registrar shall act as Secretary of the Standing Committee.
- (2) Meeting of the Standing Committee shall be convened, as and when required under the directions of the Vice-Chancellor. One Half of the members of the Standing Committee and Chairman shall constitute the Quorum.
- (3) Notice of the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice-Chancellor, as and when required, with one hour notice.
- (4) To monitor functioning of the university as per the Act the Statues and the Ordinance from time to time.
- (5) To examine any matter referred to it by the Chancellor/ Vice- Chancellor and to make suitable recommendations. The recommendations of the standing committee shall be put up before the Board of Management.

**STATUTE -14****EXAMINATION AND RESULT COMMITTEE**

(1) The Examination and result committee which will be valid for three years for each department shall consist of the following members:

- |       |   |   |          |
|-------|---|---|----------|
| (i)   | Dean of faculty (by Rotation)   | — | Chairman |
| (ii)  | Head of the department  | — | Member   |
| (iii) | Two Senior most teachers of the Department<br>(other than the head of the department) | — | Member   |

(2) Examination committee shall recommend to the Controller of Examination the names of Examination, Paper Setters, Moderator and Examiner of different subject. Vice-Chancellor shall reserve the right to add or delete name of any person in the proposed list

(3) Examination and result committee shall approve the results of the concerned department before declaration.

(4) If the committee is not satisfied with the result, it may recommend suitable corrective measures to the Vice Chancellor and shall implement after due approval from the Vice Chancellor.

**STATUTE -15****FACULTIES**

(1) The University shall include the following faculties:

1. Faculty of Science
2. Faculty of Education
3. Faculty of Commerce
4. Faculty of Management
5. Faculty of Engineering and Technology
6. Faculty of Computer Sciences & Application
7. Faculty of Arts
8. Faculty of Law
9. Faculty of Dental
10. Faculty of Medical Sciences
11. Faculty of Ayush
12. Faculty of Pharmacy
13. Faculty of Vocational studies
14. Faculty of Architecture & Planning
15. Faculty of Agriculture

(2) The faculties will organize under graduate and Post graduate Degree, Diploma Certificate and Vocational Courses

(3) Provided that other Faculties as may be approved by the Chancellor on the recommendation of the Academic Council shall be added from time to time.

(4) Each Faculty shall have such department as may be assigned to it by the Academic Council of the University.



## STATUTE -16

### DEANS OF FACULTIES

#### Dean of Faculty

There shall be a Dean for each Faculty. The Deans shall be appointed by the Chancellor on the recommendations of the Vice Chancellor from amongst the Professors in the University for three years and they shall be eligible for re-appointment.

Provided that:-

- (1) If there is no Professor, Associate Professor/ Reader according to seniority may act as Dean. The Dean shall be the Chairman of the Faculty and shall be responsible for the compliance of the Statutes the Ordinance and the Regulations relating to the Faculty.
- (2) The Dean shall be responsible for overall supervision and control of the Faculty and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (3) The Dean shall exercise such other powers and perform such other function and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (4) Professor or Associate Professor shall have the option to resign the Deanship at anytime during his tenure and also decline the offer of appointment in turn as Dean of the Faculty..

## STATUTE -17

### CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members namely:

- |   |          |
|---|----------|
| (1) The Dean of the Faculty who shall be the Chairman.  | Chairman |
| (2) The Heads of Departments of Study in the Faculty.   | Member   |
| (3) All Professors in the Faculty   | Member   |
| (4) One Associate Professor and one Assistant Professor, by rotation according to Seniority, from each Department in Faculty. (For three years) | Member   |

## STATUTE -18

### POWER OF FACULTIES

- (1) The Faculty shall have such power and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of studies as may be prescribed by the Ordinances,
- (2) The Faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them or on any other matter referred to them by the Academic Council.

**STATUTE - 19****BOARD OF STUDIES**

- (1) There shall be a Board of Studies for Subject comprising of all the teachers of the concerned subject and two members to be nominated and co-opted by the Department from outside university, from academia/Industries, after approval of Vice-Chancellor from amongst the panel of five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies provided that the term of the Chairman shall be of three years. If there are more than one Subject in the department the senior most Professor/ Associate Professor shall be the chairman of Board of Studies of 1 subject in accordance to with clause (1) above.
- (3) The term of the Co-opted members of the board of studies shall be of three years.
- (4) The Vice-Chancellor may constitute a Board of Studies for the subject to be introduced by the university as and when required.
- (5) Detailed Syllabus of the different courses of the department shall be prepared by Board of Studies.
- (6) Contents of the Syllabus shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (7) Board of studies meeting shall be convened at least once in a year.

**STATUTE -20****STUDENTS COUNCIL**

- (1) The students council shall mainly function as a forum for getting feedback on the students issues and their welfare.
- (2) The Vice-Chancellor shall appoint the Students Council, one student from each Department/Faculty who shall be a regular student of the university and had secured first position in order of merit in the preceding Examination.
- (3) The Vice-Chancellor can also decide to involve other categories of students in the Students Council depending upon the need of students participation for the benefit of the University. Schedule cast and Schedule tribes and girls students will be given adequate representation in the students Council.

**STATUTE -21****APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching staff in the University namely the Professors, Associate Professor, and Assistant Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies occurs in different Teaching department of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) The post of teaching staff (Professor, Associate Professor and Assistant Professor) shall be advertised in the national daily News Papers which have wider circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) There shall be a Screening Committee consisting of three members, appointed by the Vice-Chancellor and shall screen all the applications and prepare a summary of all the candidates fulfilling the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be summoned for the interview shall be made separately giving reasons for their rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee.
- (6) The Selection committee shall consist of the following members:
- |       |  |          |
|-------|--|----------|
| (i)   | The Vice-Chancellor  | Chairman |
| (ii)  | One observer, not connected with the University in any manner, to be nominated By the Chairman, M.P. University Regulatory Commission. | Member   |
| (iii) | Three subject expert nominated by the Vice-Chancellor after the approval of the Chancellor   | Member   |
| (iv)  | Dean of concerned Faculty  | Member   |
| (v)   | Head of the Department   | Member   |
- (7) The selection committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the appointment. Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the meeting of Selection committee.
- (8) After the Selection committee's recommendation and approval by Governing Body, appointment letters will issued by the Registrar to the selected candidates.
- (9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage teachers for a fixed, period part time / contractual basis. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such persons will be decided by the Chancellor of the University from time to time.
- (10) Teachers already working (appointed by the sponsoring Body / institute)
- (i) Teachers (Professor/Associate Professor /Assistant. Professor) who are already working and who have been are ~~on regular basis~~ <sup>on contractual basis</sup>, following due procedure in the same

institute/college, before its notification as university, shall be examined by the screening committee constituted as per the provision of section (6) of this statute.

(ii) After examining each case, as per the norms/qualification laid down by the University Grant Commission /any other relevant Regulatory body the committee as (1) above, shall comply with the conditions mentioned in 7(1) of this statute, submit its recommendation to the Chancellor.

(iii) The teachers found suitable for appointment in the university Teaching Department, as screened above may be absorbed as the regular teachers of the university after approval of Governing Body.

(11) (i) For the Purpose of official work, the seniority of various categories of teachers shall be maintained by the University in accordance with length of continuous service in a cadre.

(ii) It shall be the duty of the Registrar to prepare and maintain in respect of different categories and update seniority lists in accordance with procedure laid down in the clauses hereafter appearing provided that if:

(a) If the length of service of two or more teachers in any cadre calculated in accordance with paragraph 2 above is equal, their seniority shall be determined in accordance with the length of continuous service in the cadre immediately below, if any

(b) If after calculation in accordance with above the seniority of two or more teachers in any cadre is equal, their seniority shall be determined in accordance with the length of continuous service in the cadre, if any, immediate below the cadre considered under above.

(c) If after calculation in accordance with the foregoing provisions to the extent possible, the seniority of two or more teacher in any cadre is equal, their seniority shall be determined by the total period of continuous service as a teacher in any cadre.

(d) If after applying the foregoing provision to the extent possible, the seniority of two or more teachers is equal, their seniority shall be determined, in accordance with seniority in age.

(12) The retirement age of a teacher shall be as per Regulatory Bodies, UGC, AICTE, MCI, BCI etc. norms and no one shall withhold official position after retirement. However, they can continue for teaching purpose, as per norms of UGC/ other regulatory bodies.

## STATUTE -22

### CATEGORIES OF THE NON-TEACHING EMPLOYEES

(1) The following types of non-teaching employees shall be appointed by the University

- (i) Permanent/Probationary employees
- (ii) Contractual employees
- (iii) Casual employees

(2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.

(3) Contractual employee means an employee who is appointed on contract basis for a specified period.

(4) Casual Employee means an employee who is employed on the basis of a muster Roll.

(5) The terms of services conditions of all the above types of employees and their arbitration procedures shall be as prescribed by the Regulations of the University.

**STATUTE -23****OTHER OFFICERS OF THE UNIVERSITY**

(1) The following shall be the other Officers of the University:

(i) Controller of Examination:

(a) Controller of Examination shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

(b) When the office of the controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other person as the Vice chancellor may appoint for the purpose.

(c) The Controller of Examination shall control the conduct of examination and all other arrangements necessary therefore and execution of all processes connected therewith and ancillary thereto.

(ii) Librarian

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as decided by Board of Management.

(2) The powers and responsibilities of the Controller of Examination and Librarian shall be as decided by the Board of Management of the University.

**STATUTE - 24****CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department of any faculty and member and Head of the Department/Institute will forward it through Dean of Faculty to the Vice Chancellor.
- (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall summon special meeting of the Board of Management to consider the proposal.
- (iii) At such special meeting of the Board of Management the Vice- Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting;
- (iii) The Vice-Chancellor shall ascertain the proposal from scrutiny of the ballot papers, if the Vice-chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal is worth approving and shall send it for final approval of the Chancellor.
- (iv) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval directly to Governing Body shall be decided by a secret ballot of the members of the Governing body; present and voting at the meeting.
- (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (iii) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal.

On scrutiny, if the proposal is found to have the requisite support, the proposal shall be declared to be carried and in the absence of the requisite support, the proposal shall be declared to be dispersed with. However the Chancellor will have power to reject or approve any proposal without assigning any reason thereof.

**STATUTE -25****PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

(1) All the courses in the university shall be run on self-finance mode. The following type of fees may be charged from the students; subject to approval of the Regulatory Commission.

- I. Prospectus/ Registration form fee
- II. Admission fee (Where applicable)
- III. Tuition fee for the course
- IV. Examination fee
- V. Library fee
- VI. Development/amalgamated fund
- VII. Laboratory fee
- VIII. Caution money

The University may introduce other heads of fees as per requirement of course from time to time

(2) In addition, fee for duplicate mark sheets, Exam Admit Card, revaluation, issue of degree, Migration and such other examination or result fee may be charged from the students, as prescribed by the ordinance.

(3) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.

(4) Direction of various regulatory Body viz; MIC, DCI, UGC will be the binding on the University

(5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the student along with the prospectus for conserving session.

(6) All fee subject to approval of the Regulatory Commission as per provision of Section 36(10)(b) of the Act.

**STATUTE -26****ENDOWMENTS: STUDENTS AWARDS**

1. The Board of Management may accept donations from any person, body, institution and NGO for the creation of an endowment for the award of fellowships, scholarships, studentships, exhibitions, bursaries, medals and other awards of a recurring character.

2. Subject to the provisions of Section 12 & 13 of the Act, each endowment shall be secured by investment decided by the Board of Management in fixed deposits in a scheduled bank.

3. The Board of Management shall be the administrator of all endowments.

4. The award shall be made out of the income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.

5. The Academic council shall prescribe the condition of award after consulting the donor and effect shall be given to his/her wishes as far as possible.

In case of each endowment accepted by the Board of Management the Board of Management shall make a regulation giving the name of donor, the name, initial value and purpose of the endowment.

**STATUTE - 27****CONVOCATION**

- (1) A Convocation for the award of the Degrees, Diploma and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulation relating to the format of the Degree, Diploma Documents, Certificate and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice- Chancellor shall preside over the convocation function.

**STATUTE -28****ADMISSION OF STUDENTS AND COURSE FEES**

- (1) Admission process and intake to various courses shall be as approved by the Governing Body, which shall be in accordance with guidelines given by Regulatory Body. The number of seat in each course shall be in conformity of relevant Regulatory Body such as AICTE, UGC, MCI, BCI, NCTE etc.
- (2) The University will conduct its own entrance test for all the programs or utilize the list of result of such examination/ test conducted by different State/ National/ Professional Bodies. Admission in the university shall be made strictly on the basis of merit or by the order of dean.
- (3) Policies and directives of central/State/Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC students below poverty line family/ physically handicapped and other categories shall be applicable to the University.
- (4) The admissions in Medical, Dental & other courses related to Health Sciences shall be made according to the directions issued by Medical Education Department, Government of MP/MCI/DCI / INC & other Regulatory Bodies from time to time. .
- (5) The course fees will be decided by board of Management as per provision of the Act & guidelines/ recommendations of regulatory body/state governments/any other agency appointed for the purpose, subject to the provision of section 36(10b) of the act.

**STATUTE NO - 29****ANNUAL REPORT AND THE BALANCE SHEET**

- (1) The Annual Report of the University and the balance sheet along with Income and Expenditure accounts of the University, duly audited by the Chartered Accountant appointed by the University, and shall get the approval of the finance committee.
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report and the annual accounts prepared under Sub-section (1) shall be presented to the Visitor and to the M.P. State University Regulatory Commission after its approval by the Governing Body.



**STATUTE - 30****RESIGNATION**

Any resignation tendered by any employee shall be processed as per the statutes Regulations prescribed for the purpose.

**STATUTE -31****ACTION AGAINST TEACHERS**

If there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding committee and if necessary based on the basis fact finding committee recommendations, may institute an inquiry committee for the purpose:

(1) Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the gravity of misconduct, however for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.

(2) Any person aggrieved by the action mention in clause (1) may prefer an appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the Chancellor may refer the case back to the Governing Body with his comments to review the case.

**STATUTE - 32****ACTION AGAINST NON-TEACHING EMPLOYEES**

(1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

(2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.

However, for taking action to the extent of termination of non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final

An appeal against any action can be made to the Chancellor within 30 days from the date passing such order and the decision of Chancellor will be final.

**STATUTE -33****APPOINTMENT OF EXAMINERS**

(1) In this Statute:

- (i) "Internal Examiner" means in case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.
- (ii) "External examiner" means an examiner other than "internal examiner" from outside the University.
- (iii) "Co-examiner" means an examiner in a written paper other than the paper-setter.

(2) The office of the Registrar / Controller examination shall prepare subject wise list of names of Teachers / scientist from Various Universities /Scientific organizations qualified for appointment as examiners.

(3) The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely:

- (i) The academic qualification and teaching experience at degree and post graduate levels.
- (ii) The field of specialization
- (iii) Experience as examiners.

(4) The Registrar's/Controller of examination's office shall also give the Examination committee the approximate number of candidates expected to appear at each.

(5) The list so prepared shall be made available to the Examination committee which shall make the following Recommendations:—

- (i) A panel of three names for the appointment of the paper setter of each written paper.
- (ii) A list of name of persons of appointment as co-examiners where necessary, the number of names including in the list being at least fifty percent in excess of the number to the appointment.
- (iii) A list of names of persons for appointment as examiners in each practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of Practical/Viva-voce examination in each subject.

(6) The Vice- Chancellor shall appoint paper setter, co examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the examination committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee, if he is satisfied that the person in question possesses the minimum required qualification.

(7) The other terms and conditions for the appointment of examiners shall be as per decision of Board of Management on the recommendation of Board of Examination.

(8) The qualification of the paper setter and Co-examiners shall be as per the norms laid down by the related regulatory bodies viz; UGC, MCI, DCI, BCI, INC, PCI etc.

**STATUTE - 34****THE PROCTORIAL BOARD**

- (1) There shall be a Proctorial Board to maintain the discipline amongst the students of the University. It shall consist of the following members:
- (i) A Professor nominated by Vice-Chancellor (Chairman)
  - (ii) The Chief Proctor (Convener)
  - (iii) Dean Student welfare
  - (iv) All Proctor(s)
  - (v) All Wardens of the Hostels
  - (vi) One of the two students nominated by the Vice-chancellor from amongst the student members of the Board of Studies
- (2) The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the board of Management for its approval.
- (3) Any violation of the Code of conduct or breach of any rule or regulation of the University by any students shall be records as indiscipline and shall make the student liable for disciplinary action against him/her.
- (4) The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teacher of the University. The number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the students in the University.
- (5) The Chief Proctors so appointed by the Vice Chancellor for a period not exceeding three years provided that Vice Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/she fail to discharge the duties well or if his/her activities are prejudicial to the interest of the University
- (6) The Power and duties of Chief Proctor:
- (i) The Chief Proctor shall get a Proctorial form filled by students and keep it for the record in his/her office.
  - (ii) He/she will issue identity Card to each students under his/her seal and signature
  - (iii) He/she shall be authorized by the university to issue rail and air travel concession orders to the bonafide students of the university
  - (iv) He/she will place all the matter brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.

**STATUTE -35**  
**DEAN STUDENT WELFARE**

- (1) The first Dean Student welfare affairs officer of the University may be appointed by the chancellor for a period of two years.
- (2) The subsequent Dean Student welfare shall be appointed for a term of three years by the Board of Management on the recommendation of Vice-Chancellor.
- (3) The Dean Students Welfare shall be a full time salaried officer.
- (4) The Qualification, salary and mode of appointment shall be prescribed by the Board of Management of the University.
- (5) The Dean Student Welfare shall be governed by the service rules prescribed by the University for the employees of the university.
- (6) The Dean Student Welfare shall be advisor of the university Student Association and the Head of the Information Bureau and Employment Bureau of the university.
- (7) The Dean Student Welfare shall, if required by the Board of Management and Academic Council, be present at any meeting of the authority as directed from time to time.
- (8) Subject to the control of Vice Chancellor and Board of Management, the Dean Student Welfare shall,
  - a. Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
  - b. Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management.
  - c. Assist the students in obtaining scholarship, by furnishing them the information in relation to these.
  - d. Communicate with the guardians of the students concerning the welfare of the students.
  - e. Perform such other duties as may be assigned to him for the time to time by the Vice Chancellor and the Board of Management.

**STATUTE -36****APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE  
PRO VICE CHANCELLOR**

1. Pro- Vice Chancellor will be a whole time professor of the university and shall be appointed by the governing body on the recommendation of Vice Chancellor for the period which is co-terminus with that of Vice Chancellor. Pro- Vice Chancellor will assist Vice Chancellor in day today functioning.
2. The Pro Vice- Chancellor shall be a full-time salaried officer of the University and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body.
3. Pro- Vice Chancellor shall discharge such duties and perform such function as per instruction and entrusted upon by the Chancellor or Vice- Chancellor of the University.
4. If at any point of time it appears to the Chancellor that the Pro-Vice Chancellor
  - i. Has made default in performing any duty imposed on him.
  - ii. Has acted in a manner pre judicial to the entire of University.
  - iii. Is incapable of managing the affairs of the University.

The Chancellor may ask by order no. writing to relinquish his/her office as from such a date as may be specified in the order.

The Pro-Vice Chancellor may resign from his/her office by submitting resignation in writing addressed to the Chancellor.

**STATUTE -37****MISCELLANEOUS**

- I. **Creation of new Department and abolition or restructuring of Existing Department:—**  
On the receipt of proposal for creation of new Department/abolition/restructuring of existing department, the academic council will discuss & send its recommendation to Chancellor for approval. After the approval of proposal by the Chancellor the Vice Chancellor will issue the order & will implement accordingly, provided that before addition of any Department/ Course/ Programme, interests of students already enrolled in that curriculum shall be taken care of & a report of this effect shall be sent to the Regulatory Commission.
- II. **Alteration of the number of seats in different courses of University:—**  
The number of seats in different course of University will be decided by Academic Council & proposal shall be send to Chancellor for its approval. The similar procedure will be followed for alteration of member seats in different course. It would, however, be in conformity of the Regulatory Body such as AICTE, NCTE, DCI, MCI, INC etc.
- III. **Creation of Post & procedure for its abolition:**  
In the initial stage the Governing Body will propose the number of post to be created as per statute. The Chancellor will approve the number of post required for the establishment of University as per statute. After creation of Board of Management the proposal for creation of post or procedure for its abolition will be submitted to Board for its approval. After the approval of Board of Management, the proposal shall be sent to Chancellor for final approval.